



## Office Intern

**Paid Internship | Part-Time, 15-20 hours/week, flexible hours**  
**\$11.43/hour | 7112 IH-40, West, Bldg. D, Amarillo, TX 79106 (Amarillo Office)**

The **field office administrative assistant** provides administrative support for the Regional Manager in the Amarillo Field Office. Is the point of contact for travel for the Abilene, Amarillo, Denton and San Angelo offices. The offices consists of ombudsman and customer support staff. We are looking for someone who knows how to prioritize and organize work and see projects through to completion. Must be positive, detail oriented, impartial and maintain confidentiality. Works under close supervision.

This internship will **end on or before approximately three months after hire.**

### This position

- acts as point of contact for travel for the office(s);
- provides assistance on the leave accounting system (CAPPS);
- runs reports in CAPPS;
- maintains the office(s) and regional manager's calendar (Outlook and Compass);
- monitors DTS (dispute tracking spreadsheet);
- oversees records retention for the office; and
- provides internal communication to office staff.

### Experience, field and/or focus

Nine months administrative or customer service experience.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

#### Work Hours:

Flexible, 15-20 hours/week

### Required knowledge

- Microsoft Word, Outlook and Excel, a must.

### Required skills

- attention to detail;
- handling and solving problems; and
- use of correct grammar, punctuation and spelling.

### JOB DETAILS

**Job Posting #18-072**

**Title**

Office Intern

**Class Title**

Administrative Assistant I

**Location**

7112 IH-40, West, Bldg. D  
Amarillo, TX 79106

**Salary**

\$11.43/hour

**Open Date**

11/14/17

**Application Deadline**

until filled

**Status**

Internal/External

**Pay Group**

A09

**MOS Codes**

42A, PS, 641X, 018, 0111, 3A1X1

### Required ability to

- maintain confidentiality;
- remain impartial in the office;
- multitask and meet deadlines;
- establish and maintain effective working relationships with a variety of individuals and groups; and
- communicate effectively both verbally and in writing with all levels of employees and the public.

### Qualifications

Graduation from high school or equivalent. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

Additionally, this position requires:

- nine months full-time experience in a customer service environment and/or office setting performing administrative work.

### Preferences for this position include

- college hours

### How to apply

Complete the State of Texas Application. Submit your application or questions to [jobs@oiec.texas.gov](mailto:jobs@oiec.texas.gov).

Visit [www.oiec.texas.gov/contact/jobs.html](http://www.oiec.texas.gov/contact/jobs.html) for more information.

### To receive VETERAN'S PREFERENCE

**Applicants must provide at least one of the following documents with their State of Texas Application:**

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

### Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following:  
42A, PS, 641X, 018, 0111, 3A1X1
- Additional Military Crosswalk information can be accessed at:  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

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**Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.**

*The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.*