



Working title: Executive Assistant

Class title: Executive Assistant III

Posting No.: 0717-26

Opening Date: July 21, 2026

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 0164CA

FLSA: Administrative Exempt

Salary Group/Salary: B21/\$70,980 – \$82,000.08

Division: Administration

Number of positions: 1

General Description

The Executive Assistant performs advanced (senior-level) professional and strategic assistance for the Director of Administration and reports directly to the Director. Work involves assisting the director in the development and implementation of the division's administrative, regulatory, planning, technology, staffing, budgetary, and fiscal activities. Work requires handling of confidential information and may correspond with employees, leadership, the public, other state agency staff, and commissioners. Works under limited supervision with considerable latitude for the use of initiative and independent judgment with an expectation of discretion and initiative.

Essential Job Functions

Responsible for the planning, coordinating, developing, and compiling of presentation materials, legislative documents, and various reports.

- Prepares correspondence, memos, agendas, reports, presentation slides, handouts, forms, and documents. Provides technical guidance and advice on administrative matters to management or other staff.
- Greets visitors, answers and screens phone calls, takes messages, and sets up conference calls for the Director of Administration.
- Oversees and is responsible for the compilation and interpretation of data, in making calculations and preparing reports, manuals and publications.
- Revises administrative policies, procedures, standards, and methods; and provides guidance and interpretation on policies and procedures.
- Participates in or provides support during special projects and prepares summaries or reports for leadership.
- Coordinates and manages meetings, activities and/or work with staff, governmental agencies, and other stakeholders and interested parties.
- Manages complex calendars, travel itineraries, email correspondence, meetings, and other activities on behalf of the Director of Administration, ensuring alignment with competing business priorities to eliminate conflicts.
- Maintains strict confidentiality regarding agency information.
- Completes travel vouchers for the Director of Administration.
- Communicates objectives, tasks, and decisions to staff on behalf of the Director of Administration.
- Assists the Director of Administration with general human resource management actions and budget preparation.
- Provides friendly, caring service to citizens and employees of the agency.
- Collaborates and keeps management appropriately informed of ongoing activities and critical matters affecting the operation and well-being of the agency.

- Demonstrates the ability to use critical thinking to solve problems and identify/implement continuous improvements.
- Demonstrates a spirit of teamwork offering positive and constructive ideas, encouragement, and support, to other members of staff and team, while upholding the agency's core values.
- Complies with division and/or agency training requirements.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required.
- Five (5) years of experience in program administration, administration management, or in an administrative support role is required. (Graduation from an accredited four-year college or university with major coursework in business administration or a related field may substitute for two (2) years of the experience requirement.)
- Willingness to work extra hours as required.
- Willingness to travel up to 10% for job-related purposes is required.
- Graduation from an accredited four-year college or university with major coursework in business administration or a related field is preferred.
- Considerable experience in program administration, administration management, or performing high-level executive or administrative project management support work is preferred.
- Experience with Microsoft Word, Excel, Outlook, TEAMS, and PowerPoint is preferred.

Knowledge, Skills, and Abilities

- Knowledge of accepted business practices and procedures and general knowledge of applicable administrative rules, regulations, and policies, as well as related legislative and legal practices and procedures.
- Knowledge of the Texas Public Information Act, Texas Administrative Procedure Act, and the Texas Register.
- Skill in the use of standard office equipment; and in the use of computers, including Microsoft Office applications.
- Excellent time management and organizational skills.
- Ability to provide high level customer service via telephone, in person or in written format; to handle high level administrative issues; and to responsibly process sensitive and confidential information.
- Ability to communicate and interact with all stakeholders effectively, both orally and in writing, using correct grammar, punctuation, and spelling.
- Ability to analyze and solve work-related problems.
- Ability to demonstrate TDLR's core values.
- Ability to handle multiple tasks, coordinate multiple priorities, work well under deadlines, and maintain composure in a fast-paced environment.

Physical and Mental Requirements

- Must be able to sit or stand for extended periods of time, work well in stressful situations under strict deadlines, and operate standard office equipment and computer software.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.