Working title: Executive Assistant
Class title: Executive Assistant III
Posting No.: 0906-27
Opening Date: 09/28/2026
Closing Date: Open Until Filled
Location: Bush Building, 1801 Congress Ave., Austin, TX 78701
Class Code: 1064
FLSA: Admin-Exempt
Salary Group/Salary: B21, $70,980.00-$82,000.08/yr.
Division: Information Technology
Number of positions: 1

General Description

Performs advanced (senior-level) professional assistance work for the Chief Information Officer in the Information Technology Division and other executives in the Executive Office. Work involves high level, responsible administrative support as it relates to the agency's administrative, legislative, regulatory, planning, staffing, budgetary and fiscal activities. Work may involve assisting agency executives in the development and implementation of the agency's appropriation requests, operating budgets, performance measure reports, legislative programs, service quality initiatives, and with internal and external communication programs. The Executive Assistants are the primary reception contacts for the Executive Office. Work requires frequent contact with employees, the public, commissioners, governor appointees, elected officials, and constituents. Works under limited supervision with considerable latitude for the use of initiative and independent judgment with an expectation of discretion and initiative. This position reports to the Chief Information Officer.

Essential Job Functions

- Provides highly advanced administrative and technical assistance to agency executives.
- Manages calendars, email correspondence, meetings, and other activities on behalf of the Chief Information Officer and other executives in the Executive Office.
- Responsible for the planning, coordinating, developing, and compiling of presentation materials, legislative documents, and various reports. Provides support in the compilation and preparation of the agency's Strategic Plan.
- Prepares correspondence, reports, studies, forms, and documents. Provides technical guidance and advice on administrative matters to agency executives, management, or other staff.
- Greets and directs visitors to the Executive Office and appropriately routes phone calls and emails.
- Oversees and is responsible for the compilation and interpretation of data, in making calculations and preparing reports, manuals and publications.
- Supports the Commission, including the preparation of meeting materials, handling meeting logistics, travel arrangements and vouchers, and communications with Commission members.
- Coordinates and manages meetings, activities and/or work with staff, governmental agencies, advisory boards, and other interested parties.
- Develops, revises, interprets, reviews, and communicates administrative policies, procedures, standards and methods, and evaluates their effectiveness.
- Oversees and coordinates calendars for the public meeting rooms.
- Maintains strict confidentiality regarding agency information.
- Completes travel vouchers for the Chief Information Officer and other executives in the Executive Office.
- Provides friendly, caring service to citizens and employees of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Serves as a liaison between agency staff and executive office, communicating agency objectives, tasks, and executive decisions to staff.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- 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 (evenings, weekends, and holidays) is required.
- Willingness to travel up to 10% for job-related purposes is required.
- Must possess a valid driver's license, proof of auto liability insurance, and an acceptable driving record from the Department of Public Safety.
- 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 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 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 executive 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 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.