



TEXAS DEPARTMENT OF LICENSING & REGULATION
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Austin, Texas 78701
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JOB POSTING – AUSTIN
Licensing- Licensing Support Team
Administrative Assistant III
\$32,568- \$36,900.08 annually
\$2,714- \$3,075 monthly

Posting No: 0501-22

Opening Date: 05/06/22

Group: A13

Position: 38

Closing Date: UNTIL FILLED

Job Description

The Licensing Support Team Member is selected by and responsible to the Licensing Support Manager and performs complex administrative support work. Work involves the collection, filing, retrieving, and dispatching of records for the agency's computerized Electronic Document Imaging System and completing mass mailings. Work is performed under the general supervision of the Licensing Support Manager according to department procedures with moderate latitude for the use of initiative and independent judgment. Work requires frequent contact with department staff.

Essential Duties

- Print Licenses and notices on a daily basis; match the licenses to corresponding paperwork; mail appropriate output; and file paperwork in proper location.
- Deliver mail to agency mailroom; pickup mail and faxes; sort and distribute incoming correspondence.
- Inventory and maintain stock supplies; ensure that adequate supplies of envelopes and toner are maintained at all times; and create and track purchase orders for supplies needed.
- Complete mass mailings of agency material.
- Sort and prepare documents correctly and accurately for imaging.
- Verify electronic images as per agency procedures.
- Dispose of agency records in accordance with agency policy and procedures.
- Send and retrieve files and documents off-site to the State Library for storage.
- May process payments through credit card transactions according to TDLR processes and procedures.
- Comply with division and/or agency training requirements.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operational well-being of the agency.
- Demonstrate a spirit of teamwork offering positive and constructive ideas, encouragement and support of other members of the team and division staff, while upholding the agency's core values.
- Adhere to all TDLR Personnel Policies and performs related work as assigned.

Minimum Requirements

Six (6) months experience in clerical or administrative support required. Experience with imaging documents is preferred. Graduation from a standard high school or equivalent required. Graduation from an accredited four-year college or university is preferred and may substitute for the experience requirement.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 15P- Aviation Operations Specialist, LS- Logistics Specialist, YN- Yeoman, 0100 Basic Admin. Marine, 01- Manpower and Administration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Remarks

The successful candidate will have: Knowledge of records administration and maintenance techniques and procedures. Skill in the use of standard office equipment and software. Ability to implement administrative policies and procedures; to communicate effectively and perform successfully in a team environment; and, to understand and interpret state law, department policies, rules and procedures. Ability to compare, review and/or analyze documents; and, to provide friendly, caring service to customers.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR 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 provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.