



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING- NORTH CAMPUS
Enforcement- Administrative Assistant III
Prosecution Administrative Assistant
\$32,568- \$36,900 annually
\$2,714- \$3,075 monthly

Posting No: 0606-22

Opening Date: 6/15/22

Group: A13

Closing Date: Open Until Filled

Position: 156

Job Description

The Prosecution Administrative Assistant is selected and responsible to the Legal Assistant Manager and Legal Assistant Supervisor. Primary responsibilities include complex administrative support such as extensive file management, including archiving closed files; forwarding files; extensive processing of certified and regular mail; processing incoming and outgoing mail for the Prosecution Section; compiling and entering data for databases and reports; answering phone calls, and supporting the Prosecution Section of the Enforcement Division with other administrative duties as needed. Work requires some contact with the public, government officials and department staff. Work is performed under general supervision, with moderate latitude for exercising initiative and independent judgment.

The position is located at the North Campus 1106 Clayton Lane Austin, TX 78723.

Essential Duties

- Develop, coordinate, and maintain record-keeping and filing systems for closed case files.
- File closed case files, retrieve closed files upon request, and keep track of the movements of all closed files or documents removed from those files.
- Process, log and organize closed files for archiving to off-site storage.
- Process regular and certified mail for all legal assistants in the Prosecution Section, including the prosecutors' legal assistants and those on the Legal Support team.
- Provide back-up support for the division's main phone lines and co-workers' individual phone lines, screen calls, take messages, and handle or forward calls as appropriate. Assist prosecutors and legal assistants in researching and responding to phone calls concerning contested cases, including calls concerning settlement negotiations.
- Enter data in the electronic case management system for opening, updating and closing case records. Research case information in the case management system as needed.
- Enter Enforcement data in licensing databases as appropriate. Research licensee information in licensing databases and imaging as needed.
- Process open records requests by locating files for review and forwarding to General Counsel. Return open records files to their proper places when the files are returned from General Counsel.
- Prepare and distribute correspondence, reports, and legal documents.
- Research and respond to telephone and email inquiries concerning agency statutes and rules, the Enforcement Division's policies and procedures, and the status of enforcement cases.
- Maintain schedules and calendars for the Prosecution Section.
- Prepare and process purchase requisitions, time sheets and travel vouchers for the Prosecution Section.
- Perform research, complete special projects and provide other administrative support for the Prosecution Section as needed.
- Process money mail for payment of administrative penalties and fees for the Enforcement Division and General Counsel's Office. Research names and case numbers for payments being made, enter the penalties and fees in agency databases as needed, and distribute money mail documents as appropriate.

- Perform duties in accordance with the Complaint Resolution Procedures Manual, the Enforcement Plan and the Criminal Conviction Guidelines.
- Perform other duties as assigned by the Director of Enforcement, Prosecution Legal Assistants Manager or Legal Support Supervisor.
- Consistently provide friendly, caring and professional customer service.
- Comply with division and/or agency training requirements.
- Demonstrate 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.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adhere to all TDLR personnel policies and procedures and perform related work as assigned.

Minimum Requirements

Graduation from a standard high school or equivalent required. Two years responsible experience in secretarial or administrative support work required, including experience with filing and handling a large volume of files on a daily basis. College coursework or graduation from an accredited college or university is preferred. Bilingual candidates preferred, particularly those with Vietnamese language skills.

*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 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 office practices and administrative procedures. Skill in the use of standard office equipment and software, including MS Office applications such as Microsoft Word, Excel, Access, Outlook, and TEAMS. Skill in organization; in providing attention to detail; and, in various research techniques, including Internet research. Ability to maintain a case file system; to process certified and regular mail; and, to draft basic business correspondence using spelling, punctuation, sentence structure, and grammar. Ability to interpret and explain agency laws, rules, policies, and procedures in a clear and concise manner; to communicate effectively, both orally and in writing; and, to establish and maintain courteous, effective working relationships. Ability to answer a multi-line phone system; and, to provide friendly, caring service to citizens and employees of the Department.

Email or fax State of Texas 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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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.

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.

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.