



TEXAS DEPARTMENT OF LICENSING & REGULATION
920 Colorado, 7th Floor
Austin, Texas 78701
(512) 463-7184, Fax (512) 475-3377
Human.Resources@tdlr.texas.gov

JOB POSTING

Administrative Assistant III- Financial Services- *REVISED 7/12/23
Support Services Team Member
Administrative Assistant III
\$37,836- \$41,500.08* annually
\$3,153- \$3,458.37 monthly

Posting No: 0606-23

Opening Date: 06/08/23

Group: A13

Position: 274

Closing Date: Until Filled

Job Description

The Administrative Services Team Member is selected by and responsible to the Administrative Services Manager and performs complex administrative support and technical program assistance work performing mail operations, compiling, and validating money mail batches and data entry into agency systems. The Administrative Services Team Member may also requisition supplies for the support services group and perform other general support functions. This position shares responsibility for identifying and analyzing processes to determine areas that can be streamlined. The Administrative Services Team Member may assist with training others. The Administrative Services Team Member works under general guidance with moderate latitude for the use of initiative and independent judgment. Attendance and punctuality are required work attributes.

Essential Duties

- Participates in the planning and execution of the Administrative Services Section functions, Receives, opens and date stamps incoming mail, logs tracked incoming mail and reviews and routes non-money mail to the appropriate divisions.
- Compiles and batches money mail by program utilizing appropriate controls for cash and negotiable instruments.
- Performs data entry of certain cash receipts into agency's internal computer system, ensuring timely entry so as all legal deadlines (three working days) are met.
- Forwards cash receipts batches to the revenue team for review.
- May perform general support and office duty functions for revenue, expenditure and purchasing teams.
- May assist with training other support staff team members.
- May assist the Administrative Services Manager with process analysis and review and developing internal administrative procedures.
- May assist other agency divisions with general support functions on an as-needed basis.
- 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.
- Demonstrates a spirit of teamwork and support for other members of agency staff while upholding agency's core values.
- Adheres to all Texas Department of Licensing and Regulation personnel policies and performs other duties as assigned.

Minimum Requirements

Eighteen (18) months' experience in an office environment that involved administrative support required. Graduation from a standard high school or equivalent required. Experience in cash receipts processing and mail processing preferred. Strong data entry skills, basic accounting experience and skill in the use of Microsoft Excel also preferred.

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, including ten-key calculator; in the use of computers and applicable software, including MS Office applications; and, in organization, planning and providing attention to detail. Ability to use ten-key calculator; and ability to implement administrative procedures; to interpret rules, regulations, policies and procedures; and, to perform efficiently in a fast-paced, high-pressure environment. Ability to multi-task within tight time constraints; to communicate effectively, both orally and in writing; and, to maintain courteous, effective relationships with team members, administrative personnel from other divisions and state agencies. Ability to provide friendly, caring service to citizens and employees of the Department.

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.

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