

Listing Number: 476-14-03
Starting Wage: \$14.00 to \$19.50 Hourly

Opening Date: 07/24/2014
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Administrative Assistant III (Test Barn Supervisor) CLASSIFICATION #: 0154 A13

AGENCY: Texas Racing Commission

ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754 WORK LOCATION: Grand Prairie, TX

REFER TO: Mary Welch By Appointment: Yes No TELEPHONE: 512-833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular Seasonal X**

Temporary Will terminate on _____

MERIT SYSTEM: Yes No Part Time Hours/Week 20-30 hrs/week ***

TYPING: N/A Yes No SHORTHAND: N/A YES NO

W.P.M. 40 No more than 1 errors

TEXAS DRIVER'S LICENSE: Yes No Operator Commercial Chauffeur

TRAVEL REQUIRED: Yes No SHIFTS 1ST 2ND 3RD Rotating

POSTING APPROVED BY: _____ DATE _____

Executive Director

GENERAL DESCRIPTION

Perform moderately complex technical program assistance work, supervising the operation of racetrack test barns. Work involves maintaining facilities, updating database records, and supervising personnel involved in pre and post race urine and blood sample collection, processing, storage and shipment for animal drug testing. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Establishes local operating procedures to implement rules and policies associated with agency drug testing program.
- Responds to inquiries and interprets rules, policies and procedures.
- Trains and monitors performance of personnel who collect the samples.
- Enters data into agency database.
- Inspects laboratory samples and documentation. Stores and ships laboratory samples in compliance with chain of custody rules.
- Conducts periodic inspection of facilities and submits work orders for repairs.
- Maintains inventory of laboratory supplies and equipment.
- Assists in developing policies and procedures.
- Prepares reports, forms and documents. Maintains record keeping and filing systems.

MINIMUM EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent.
- At least two years of college, with course work in general business or animal science. Two years test barn experience or five years full-time racetrack experience may be substituted for college.
- Experience working with horses is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office practices and administrative procedures.
- Skill in standard office equipment and software.
- Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, policies, and procedures; to communicate effectively, to train others, and to supervise the work of others.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Mary Welch, P. O. Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.texas.gov> Resumes may be submitted in addition to but not in lieu of the employment application.

***Includes some weekends and late-night work

**Historically, this position has been seasonal, working only when the racetrack conducts live racing, approximately six months per year. Travel to other tracks may be required.

