

Listing Number: 476-16-13
Salary: \$ 2,748/mo- \$3,416/mo

Opening Date: 06/10/2016
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Administrative Assistant IV CLASSIFICATION #: 0156 Salary Group: A15

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

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

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

NUMBER OF OPENINGS: 1 DURATION: Regular X Hours/Week 40

TYPING: YES X NO ___ W.P.M. 45 SHORTHAND: YES ___ NO X W.P.M. ___

TEXAS DRIVER'S LICENSE: YES X NO ___ Operator X Commercial ___ Chauffeur ___

TRAVEL REQUIRED: YES X NO ___ SHIFTS: 1ST ___ 2ND ___ 3RD ___ ROTATING ___

POSTING APPROVED BY:



Executive Director

DATE: 6-9-16

GENERAL DESCRIPTION:

Performs advanced (senior-level) administrative support. Performs a variety of administrative duties including creating and updating reports, proofreading documents and correspondence, maintaining document management and filing systems, compiling, tracking, and disseminating information, and general administrative support work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Examples of Work Performed

- ◆ Assist senior-level management with preparing and proofreading correspondence, documents, and forms.
- ◆ Participates in the planning and execution of the racing, veterinary, licensing, and investigations regulatory programs.
- ◆ Analyzes and performs data entry into agency database and updates and maintains various spreadsheets and statistical reports.
- ◆ Coordinates travel arrangements for senior-level management and prepares travel vouchers as needed. May assist with the planning of meetings and seminars.
- ◆ Assists in maintaining the agency's Document Management System for forms.
- ◆ Responds to inquiries regarding rules, regulations, policies, and procedures.
- ◆ Prepares, edits, and disseminates information concerning agency programs and services.
- ◆ Responsible for providing information to the public and the racing industry.
- ◆ May assist with the occupational licensing process.
- ◆ Other duties as assigned.

Experience and Education:

Graduation from a standard senior high school or equivalent. Four years of progressively responsible general office work or administrative support required. Superior MS Office skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of Microsoft Office Word, Excel, Outlook and PowerPoint.
Knowledge of administrative practices and procedures.
Knowledge of Document Management processes.
Knowledge of Records Management.
Skill in effective oral and written communication.
Skill in proofreading/editing.
Skill in performing detail-oriented tasks.
Ability to provide excellent customer service.
Ability to work 8:00am – 5:00pm Monday through Friday.
Some knowledge of pari-mutuel industry is preferred, but not required for this position.

MILITARY OCCUPATIONAL CODES:

The Military Occupational Specialty (MOS) codes applicable to this position are: 42A, 0100, 0111, 3A1X1, and 3A.

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, PO 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 website at: <http://www.bxrc.texas.gov>. Resumes may be submitted in addition to, but not in lieu of, the employment application. Applicants scheduled for an interview will be given a computer skills assessment.