



TEXAS BOARD OF PROFESSIONAL LAND SURVEYING

12100 Park 35 Circle, Bldg. A, Suite 156 MC-230 Austin TX 78753

(512) 239 5263 Fax (512) 239 5253

JOB POSTING NOTICE

Firms/Continuing Professional Education (Administrative Assistant I – 0150)

Salary: \$2,500 per month, Group A-09 (\$30,000 annually)

Job Posting No. TBPLS-022018-F

Closing Date: Open until filled

POSITION DESCRIPTION AND RESPONSIBILITIES

We are seeking an administrative assistant to process land surveying firm registrations and related updates; process sponsored continuing professional education requests for approval by board members; conduct annual continuing professional education audit of licensees; maintain related paper and electronic files, work closely with the Board's investigators and respond to related emails and telephone calls in a timely manner; and serve as receptionist for main office telephone line and visitors.

Work involves creating and maintaining electronic and paper files; entering data in a specialized internal database; corresponding via email and postal mail with land surveying firm representatives and continuing professional education sponsors; preparing reports; and interpreting rules, regulations, policies and procedures. Work will include answering and routing telephone calls, taking messages, greeting and directing visitors to appropriate staff, performing other internal administrative support work, and other duties as assigned.

Hours of employment are 8:00 a.m. to 5:00 p.m., Monday through Friday. The administrative assistant will be required to observe all applicable agency policies and procedures, including adherence to established leave and attendance policies, safety rules and regulations in the use of state property.

MINIMUM QUALIFICATIONS

The administrative assistant should possess:

- Excellent customer service skills
- Ability to establish and maintain a professional working relationship with peers
- Ability to work in a small office environment
- Strong organizational skills
- Ability to meet deadlines while working under minimal supervision
- Willingness to accept direction
- Skills in utilizing standard office equipment including personal computers
- Adaptability to perform other duties as assigned
- Ability to lift 20 lbs of office supplies, copiers paper, etc.

PREFERRED QUALIFICATIONS

- Perform data entry using a specialized database (Versa Regulation and Moodle)
- Experienced with Microsoft Word, Excel and Outlook
- Effective communication, both oral and written
- Ability to draft clear, concise business-style letters
- Knowledge of customer service support and receiving and responding to public inquires
- Ability to prioritize, set goals and meet deadlines
- Ability to generate reports on a regular basis
- Self-motivated

EDUCATION

Graduation from a standard senior high school. Some post-secondary education preferred. Experience and education may be substituted for one another.

MILITARY OCCUPATIONAL CODES

42A, 56M, AZ, PS, RP, YN, 641X, 741X, 0111, 6046, 3A1X1, 8A200

TO APPLY

Submit a completed State of Texas application to:

- Email: tony.estrada@txls.texas.gov
- US Mail: Texas Board of Professional Land Surveying
12100 Park 35 Circle, Bldg. A, Rm. 156, MC-230
Austin, TX 78753
- Fax: 512-239-5253

A State of Texas application may be found at:

<http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>

A resume may not be submitted in lieu of the State of Texas application.

During the interview process, applicants may be required to take a written exam and perform a computer exercise.

TBPLS is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.