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Commissioner

Kenneth W. Anderson, Jr.
Commissioner

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Executive Director



Rick Perry
Governor

Public Utility Commission of Texas

JOB VACANCY ANNOUNCEMENT

SUBMIT STATE OF TEXAS APPLICATION to:

PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701

JOB TITLE: Administrative Assistant

JOB VACANCY NUMBER: 1865

DIVISION: Comm. Advising & Docket Mgmt.

SALARY: \$2100.00 - \$2900.00/month
(Commensurate with Qualifications)

SALARY GROUP: A11, A13

CLASS TITLE: Administrative Assistant II - III

CLASS #: 0152, 0154

OPENING DATE: September 30, 2009

CLOSING DATE: October 15, 2009

HOURS PER WEEK: 40

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F
(Limited flextime may be available with supervisory approval)

FLSA*: Non-Exempt/Clerical

TYPE: Full-time Part-time Temporary

PCN: 4000-31

*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 per week.

Resumes will not be accepted in lieu of completed state application. Only applicants who are interviewed will receive written non-selection notification.

GENERAL DESCRIPTION:

Perform responsible administrative support work within the Commission Advising & Docket Management Division. Work under the general supervision of the Support Staff Team Leader and the Director of Docket Management with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Provide secretarial support for the division attorneys and analysts to include copying, proofreading, and formatting documents for filing and distribution. Assist with open meeting briefings, final orders coordination, and Texas Register notice submissions.
- Help maintain the central case files and litigation files to include initial file set-up, daily file management (including logging exhibit and confidential documents), and organizing boxed case files.
- Assist with recycling of central case files and litigation files per approved records retention schedule. Maintain a record of stored files and documents; update records to reflect final disposition of files and documents.
- Update the Commission and SOAH case files daily using the Agency Information System's filing list. Track and verify receipt of daily filings against Central Records filing list and maintain arbitration case files as needed.
- Assist with preparation of appellate records for district court cases to include organizing pleadings, exhibits, and transcripts in prescribed format and prepare an index of the record.

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An Equal Opportunity Employer

Job Vacancy Notice #1865 (Continued)

ESSENTIAL FUNCTIONS (Continued):

- Answer phones and respond to requests for information and documents.
- Attend work regularly and adhere to approved work schedule
- Assist with office equipment maintenance, stocking office supplies, and daily mail pick-up and delivery.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School graduation or GED equivalent.
- Two (2) years progressively responsible secretarial/administrative support work experience.

PREFERRED QUALIFICATIONS:

- Legal services support experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of English, spelling, punctuation, office machines and general office practices.
- Proficiency in using word processing applications with high degree of accuracy.
- Must be detailed oriented, organized and self-motivated.
- Ability to maintain complex filing systems.
- Ability to work independently, accept responsibility, and interact well with co-workers, agency staff and the general public.
- Ability to work in a team environment.
- Ability and willingness to carry out work assignments under pressure of time deadlines.

REMARKS:

- Candidates invited to interview may be given a typing/proofreading skills exercise.
- Copy of required official academic transcripts and/or licensures must be submitted with the job application or prior to the employment start date, if hired. Failure to provide required documentation will result in no further consideration for employment.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- More than one position may be filled under this posting.
- Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- This job requires lifting and moving of documents and boxes weighing up to 20 pounds.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.

The Public Utility Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied opportunity due to the disability. The applicant should communicate requests for reasonable accommodation.