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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: 1866

DIVISION: Infrastructure & Reliability

SALARY: \$2429 - \$3350/month
(Commensurate with Qualifications)

SALARY GROUP: A13, A15

CLASS TITLE: Administrative Assistant III - IV

CLASS #: 0154, 0156

OPENING DATE: September 30, 2009

CLOSING DATE: Open Until Filled

HOURS PER WEEK: 40

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F
(Flextime available with supervisory approval)

FLSA*: Non-Exempt/Clerical

TYPE: Full-time Part-time Temporary

PCN: 5500-24

*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 complex administrative support work under the direction of the Division Director. Serve as the division time keeper. Prepare necessary documents and support materials for travel and training requests and purchasing requisitions for division staff. Work under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Perform general administrative support duties, such as typing, word processing, proofreading, data entry, copying, filing, faxing and organizing.
- File documents related to cases and projects electronically and in Central Records, and distribute filings for Commission Open Meetings.
- Prepare and coordinate approval of travel and training requests and purchase requisitions.
- Maintain records relating to time keeping, travel and training requests, and purchasing requisitions for the Division.
- Coordinate activities related to gathering, compiling and reporting of data used in performance measures.

(over)

Job Vacancy Notice #1866 (Continued)

REQUIRED MINIMUM QUALIFICATIONS:

Education And Experience:

- Graduation from High School or GED equivalent.
- Three (3) years progressively responsible secretarial/administrative support work experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated proficiency in writing (including grammar, sentence structure, punctuation, spelling, etc.), editing, and proofreading.
- Working knowledge of accepted business practices and procedures.
- Skill in the use of standard office equipment and software, such as Microsoft Word, Excel, and Access.
- Must be detailed oriented, organized and self-motivated.
- 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.
- 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.