



TEXAS MILITARY FORCES
 Joint Forces Headquarters
 Adjutant General's Department
 Post Office Box 5218
 Austin, Texas 78763-5218
 512-782-5001

**STATE AGENCY
 JOB VACANCY NOTICE**

POSTING NUMBER: 2012-40

POSTING DATE: 09 February 2012

CLOSING DATE: 22 February 2012

TITLE: Administrative Assistant IV

STATE CLASSIFICATION #: 0156

SALARY GROUP: A15

MONTHLY SALARY: \$2,644.08 to \$3,250.00

OPENINGS: 1 (More than one position may be filled.)

FULL TIME **PART-TIME** **TEMPORARY**

HOURS WORKED WEEKLY: 40 (Monday thru Friday)

SHIFT WORK: Yes No Shift work may be required on rare occasions.

FLSA: Admin-Exempt **JOB CATEGORY:** C

TRAVEL REQUIRED: Yes (minimal) No

AGENCY CAR FURNISHED: Yes No

WORK LOCATION: Assistant Chief of Staff for Command, Control, Communications & Computer Operations (G-6), Texas Army National Guard, Camp Mabry, Austin, TX

INTERVIEW LOCATION: Austin, TX

APPLICATION PROCESS: Applicant must complete and submit the State of Texas Application for Employment for each posting. Interviews are scheduled based on the information provided on the employment application. Summary of experience must be specific and clear, assumptions are not made. Include all employment history and do not leave questions blank. Resumes may be accepted at the time of interview. Copy of official transcript and proof of required certification may be required at interview. Submitted applications become public record and are subject to disclosure.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

NATIONAL AGENCY CHECK AND INQUIRY: Selected candidate must complete security clearance. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85P. Completed forms are submitted to the OPM for the background investigations.

HOW TO APPLY

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| APPLY ONLINE AT: www.workintexas.com | MAIL APPLICATION TO: Adjutant General's Department ATTN: NGTX-RMH P. O. Box 5218 Austin, TX 78763-5218 | APPLY IN PERSON: Monday-Friday, 8 AM to 4 PM 2200 West 35 th St. Camp Mabry, Building 11 Austin, TX 78703 Telephone: (512) 782-5133 |
| FAX APPLICATION TO: (512) 782-5669 | | |
| EMAIL APPLICATION TO: txagdstatejobs@tx.ngb.army.mil | | |

The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.

GENERAL DESCRIPTION

Performs advanced (senior-level) administrative support by answering incoming calls, handling information requests, providing limited telecommunications service and automation technical support, preparing correspondence, maintaining executives' calendars, and providing Human Resource liaison duties. Reports directly to the Assistant Chief of Staff for Command, Control, Communications, and Computer Operations (Army G6), working under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

Coordinates general office duties:

- Answers telephone calls, routes incoming calls, takes messages, greets visitors and directs visitors to appropriate staff.
- Responds to a high volume of telephone inquiries by researching technical issues.
- Orders and maintains office supplies.
- Prepares and distributes documents and correspondence.
- Maintains conference room schedule.
- Maintains and disseminates building keys.
- Maintains and updates telephone distribution list.
- Schedules all G6 organizational meetings.

Coordinates administrative functions for G6 Director:

- Schedules meetings with high level officials.
- Answers telephone.
- Manages calendar.
- Arranges travel.

Serves as the human resources (HR) liaison between the G6 staff and the federal and state HR offices:

- Ensures appropriate HR regulations, policies and procedures are observed.
- Coordinates staffing, new hires, merits, promotions, terminations, appraisals, awards, military leave without pay (LWOP) and return to date paperwork.
- Maintains personnel files.

Coordinates time and attendance records for Federal Technicians and State employees:

- Collects time sheets and leave request forms.
- Enters leave data into Defense Civilian Pay Distribution System (DCPDS).
- Submits leave forms to Technical Pay for verification.
- Maintains time and attendance files.

Perform other related work as assigned.

MINIMUM QUALIFICATION

EDUCATION:

- Graduation from a standard senior high school or equivalent is required.

PREFERRED EDUCATION:

- Graduation from an accredited four-year college or university is preferred.

EXPERIENCE:

- Three years experience providing office administrative support is required.
- Experience with Microsoft Office Suite to include Word, Excel and Outlook Exchange is required.

PREFERRED EXPERIENCE:

- Prior military experience is preferred.
- Experience in Human Resource work is preferred.
- Experience using Share Point is preferred.
- Experience in managing an executive calendar is preferred.

- Experience using PowerPoint is preferred.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Possession of, or ability to obtain a Department of Defense Secret Security Clearance within the first year is a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- principles of office management;
- office practices and administrative procedures
- Texas National Guard, Adjutant General's Department and Federal Technician programs;
- military rank structure;
- G6 organizational functions;
- Active Duty Operational Support (ADOS); and
- business terminology, spelling, punctuation and basic mathematics.

Skill in:

- communicating effectively both verbally and in writing;
- using correct and appropriate spelling and grammar;
- providing quality customer service;
- conveying information in a clear and concise manner;
- prioritizing and coordinating multiple on-going tasks;
- operating a telephone switchboard;
- operating computers using Microsoft Office Suite to include Outlook, Word, Excel and Access; and
- operating and maintaining office equipment including but not limited to laptop computers, multifunction copier, laser printer and facsimile.

Ability to:

- interpret policies, procedures and regulations;
- prepare complex and concise reports within required timeline;
- communicate effectively with senior military officers and department executives;
- work in a team environment; and
- establish effective working relationship with supervisor, co-workers and customers.

WORKING CONDITIONS

Work is performed primarily inside exposed to normal office temperatures and noise.

PHYSICAL CONDITIONS

Work is typically performed in an office setting, involving standing, walking and sitting for extended periods of time, using a personal computer and telephone to conduct business. May lift, carry, move, and/or set up equipment and materials that weigh up to 40 pounds.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.