

<b>Opening Date:</b> Immediately	<b>Posting Number:</b> SML-324	<b>Military Specialty Codes:</b>
<b>Number of Openings:</b> 1	<b>Duration of Job:</b> Regular Full Time	<b>Army-</b> 36B, 92Y, 92; <b>Navy-</b> LS, 641X, 741X
<b>Classification:</b> Non-Exempt	<b>Group/Class #:</b> A11/0152	<b>Coast Guard-</b> YN, 360
<b>Closing Date:</b> Until Filled	<b>Salary:</b> \$2,194 min - \$3,446 max	<b>Marine-</b> 0111, 01
<b>Location:</b> Austin		<b>Air Force-</b> 3A1X1, 3A

Commensurate with qualifications and experience

Additional information on the SAO Military Crosswalk is available here:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

## **TEXAS DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE**

**JOB TITLE:** Administrative Assistant II

**JOB DESCRIPTION:** Performs routine administrative support work. Work involves records management, filing systems, record-keeping systems, and performing general, internal administrative duties, answering and routing phone calls, including front desk receptionist duties. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED:**

- ◆ Maintains established records, filing and record-keeping systems within state agency.
- ◆ Reviews, prepares, and disposes of records according to the agency's record retention schedule.
- ◆ Performs general office duties such as handing correspondence and documents, document imaging and assisting with general administrative support work.
- ◆ Provides assistance answering and routing phone calls, including front desk, taking messages, and greeting and directing visitors to the appropriate staff.
- ◆ Performs related work as assigned.

### **GENERAL REQUIREMENTS:**

- ◆ Experience in office practices and administrative support work. Experience with records management, retention and disposition in state agency preferred. Graduation from a standard senior high school or equivalent is generally preferred.
- ◆ Education and experience may be substituted for one another.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Knowledge of, and ability to implement, office practices and administrative procedures especially records retention and disposition.
- ◆ Skill in the use of standard office equipment and software.
- ◆ Ability to handle multiple tasks.
- ◆ Ability to maintain attention to detail.
- ◆ Ability to communicate effectively.

### **NOTE:**

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

*Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit check.*

**HOW TO APPLY:**

Submit state of Texas application via Work in Texas/mail/in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application.

Applications are available at <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>.

For directions or to request physical accommodations call Monika Diaz at 512-475-0614.

**E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.**

**Department of Savings and Mortgage Lending is an equal opportunity employer.**