

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately
Number of Openings: 1
Classification: Exempt
Closing Date: Until Filled
Location: Austin

Posting number: SML-357
Duration of Job: Regular Full Time
Group/Class #: B19/0162 or B21/0164
Salary*: B19 \$3,521 min - \$5,746 max
B21 \$4,024 min - \$6,579 max

* Commensurate with qualifications and experience

Military Specialty Codes:
Army-42A, 420A Navy-LS,PS,MC
Coast Guard-YN, PERS
Marine-0111, 4430, 0100, 0170
Air Force-3F5X1

Benefits Offered: Comprehensive healthcare options, State of Texas retirement plan, paid vacation/holidays, Employee Assistance Program, Training/Employee Development Program, and more

Additional information on the SAO Military Crosswalk is available here:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

JOB TITLE: Executive Assistant II/III

JOB DESCRIPTION: Provides advanced to highly advanced administrative support to the Commissioner. Oversees, coordinates the activities of, and trains some of the administrative assistants in the agency. Reports to the Commissioner and the Director of Operations. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Provides administrative and technical assistance to the Commissioner.
- ◆ Provides technical guidance and advice on administrative matters to agency management or staff.
- ◆ Develops, reviews, and communicates administrative policies, procedures, standards and methods.
- ◆ Prepares or coordinates preparation of complex correspondence, reports, manuals, forms and publications.
- ◆ Coordinates calendars, meetings and other activities with other governmental agencies, executives and organizations on behalf of the Commissioner.
- ◆ Interprets policies and procedures within administration, and makes administrative decisions as appropriate.
- ◆ Communicates agency objectives, tasks and decisions to staff on behalf of management.
- ◆ Prepares notices or agendas for meetings and hearings.
- ◆ Oversees, coordinates the activities of, and trains technical and administrative support staff, incl. document imaging input and maintenance, mail, phones, etc.
- ◆ Handles complex inquiries about the agency's programs or administrative regulations, policies, and procedures.
- ◆ May supervise and assist in compiling and analyzing data, and preparing reports.
- ◆ May research, write, design, or edit correspondence, reports, presentations and publications.
- ◆ May research technical and policy issues, and assist in the implementation of program planning.
- ◆ Related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience providing executive administrative support, including contact with senior management - minimum three (3) years for Executive Assistant II, minimum five (5) year for Executive Assistant III.
- ◆ Graduation from an accredited four-year college or university with major course work in a field related to job duties required. Education and experience may be substituted for one another.
- ◆ Knowledge of state policies and procedures and supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of office administrative procedures, state of Texas policies, practices and procedures.
- ◆ Ability to analyze and solve work-related problems using initiative and independent judgement.
- ◆ Excellent written and verbal communication skills, including composition, proofreading, and editing.
- ◆ Ability to meet time deadlines, prioritize, and handle multiple tasks under stress.
- ◆ Proficient with personal computers, word processing, spreadsheet and presentation programs.
- ◆ Ability to handle sensitive, confidential and complex administrative issues with professionalism.

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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.

External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment.

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 a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <http://www.workintexas.com>, or
- ◆ Email to jobs@sml.texas.gov, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

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

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

For directions or to request physical accommodations call Human Resources 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.