

# DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

## JOB VACANCY NOTICE

<b>Opening Date:</b> Immediately	<b>Posting Number:</b> SML-359	<b>Military Specialty Codes (excerpt):</b>
<b>Number of Openings:</b> 1	<b>Duration of Job:</b> Regular Full Time	<b>Army-15P, 68G, Navy- LS, MC, RP</b>
<b>Classification:</b> Non-Exempt	<b>Group/Class #:</b> A11/0152 or A13/0154	<b>Coast Guard-YN, Air Force-3F5X1</b>
<b>Closing Date:</b> Until Filled	<b>Salary*:</b> \$2,195 min - \$3,865 max	<b>Marine-0100, 0111, 4430</b>
<b>Location:</b> Austin	*Commensurate with qualifications and experience	

**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:

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

**JOB TITLE:** Administrative Assistant II/III

### JOB DESCRIPTION:

Performs routine administrative support work. Work involves answering and routing phone calls, including front desk receptionist duties, records management duties – imaging, verifying, filing records, training and travel arrangements, and other general, internal administrative duties. Works under moderate to general supervision with limited to moderate latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED:

- ◆ Performs front desk receptionist duties - answering and routing phone calls, taking messages, and greeting and directing visitors to the appropriate staff.
- ◆ Performs general office duties such as handling correspondence, documents, and shipments.
- ◆ Makes or assists with making travel and training arrangements for staff.
- ◆ Maintains established records, including scanning and filing.
- ◆ Reviews, prepares, and disposes of records according to the agency's record retention schedule.
- ◆ Performs or assists with other general administrative support work as assigned.

### GENERAL REQUIREMENTS:

- ◆ Experience in office practices and administrative support work. Experience with multi-line phone systems preferred. Experience with records management, retention and disposition in state agency a plus.
- ◆ 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, including a multi-line phone system.
- ◆ 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.

## DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

### JOB VACANCY NOTICE

*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](mailto: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.**