

ADMINISTRATIVE ASSISTANT II

Posting 242-16-002

Performs routine (journey-level) administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Answering and routing phone calls, taking messages, and greeting and directing visitors to the appropriate staff.

Prepares and disseminates information concerning agency programs and services.

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.

Maintains filing and record-keeping systems.

Performs general office duties such as ordering supplies, performing basic bookkeeping work, and assisting with general human resources work.

Responds to inquiries and interprets rules, regulations, policies, and procedures.

Assists in planning meetings, conferences, and seminars.

Assists in the planning and execution of an agency program.

Assists in compiling and entering data for charts, graphs, databases, summaries, or reports.

Assists in the development of administrative or technical assistance policies and procedures.

May assist in researching, composing, and editing agency publications.

May assist in developing training programs. Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures. Skill in the use of standard office equipment and software. Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively. Spanish is preferred, but not required.

Salary: \$2820 monthly.

Please submit your State of Texas application as follows:

- By mail: PO Box 12265, Austin, TX 78711, Attention: Terri Counts
- By email: terri.counts@scjc.texas.gov
- In person: 300 W. 15th Street, Ste. 415, Austin, TX 78701

Equal Opportunity Employer Equal Opportunity Employer:

The State Commission on Judicial Conduct will provide equal employment opportunities for all employees and individuals seeking employment regardless of race, gender, religion, color, national origin, age or disability.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES: Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 71C, 3A131,0151, or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

This employer participates in E-Verify and 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.