Texas Historical Commission
Job Vacancy Notice

Position Title:	Archeology Division Administrative Assistant
Classification Title:	Administrative Assistant III
Job Posting Number:	19-2
Salary:	$2,850.00-$3,300.00/month
Salary Group/Class#:	A15/0156
FLSA:	Non-exempt
Opening Date:	09/07/2018
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	108 West 16th Street, Austin, TX 78701

JOB OBJECTIVE: Perform routine administrative and project support work for the Archeology Division (AD) of the Texas Historical Commission (THC). Work involves administrative support work and Section 106 and Antiquities Code project review tracking. Work under moderate supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Perform routine administrative support for AD staff effectively utilizing resources and balancing priorities.
2. Track all mail pertaining to Section 106 and Antiquities Code review projects for the AD, History Programs Division (HPD) and Division of Architecture (DOA).
3. Prepare monthly and quarterly project review reports for each division.
4. Identifies review project status for THC staff and public.
5. Serves as main administrative back-up support to the Archeology Division.

6. Assist with scheduling travel arrangements, training and seminars; prepare and track travel reimbursements.
7. Assist with answering the main AD phone line, greet guests, take messages and refer callers as appropriate.
8. Assist with composition, preparation and proofing of a variety of correspondence to include open records requests, memoranda and reports ensuring all documents are free of grammatical errors and have all supporting documentation attached.
9. Perform day to day routine purchasing for AD.
10. Assist with maintaining record keeping systems for physical and electronic files and records.
11. Assist with meetings, to include reserving rooms and equipment, scheduling attendees, set up, attending meetings and taking notes and preparing meeting summaries/minutes.
12. Assist the Records and Information Management (RIM) liaison for AD.
13. Participate in agency wide projects as a representative from AD.
14. Perform special projects as assigned.
15. Adhere to established work schedule with regular attendance.
16. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

17. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from a senior high school or GED equivalent;
- Minimum three years' work experience in administrative or project support work;
- Work experience preparing and analyzing technical program reports;
- Experience developing and maintaining file systems;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period.

PREFER:

- Work experience with purchasing/procurement and strong skills with database management.
- Proficiency in Microsoft Access and PowerPoint.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general office management, administrative, accounting and clerical procedures;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in the use of general office machines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to implement new systems and procedures to evaluate efficiency and effectiveness;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:
Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a historic building next to the agency's headquarters near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Veterans: Go to **www.texasskillstowork.com** for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER