Texas Historical Commission  
Job Vacancy Notice

Position Title: Administrative Assistant, Archeology Division  
Classification Title: Administrative Assistant III  
Job Posting Number: 23-82  
Salary: $1,647.50-$2,025.00/Monthly  
Salary Group/Class#: A13/0154  
FLSA: Non-exempt  
Opening Date: 06/21/2023  
Closing Date: Until filled  
Duration: Regular, Part-time  
Hours/Week: 20  
Work Location Address: 108 West 16th Street, Austin, TX  78701

JOB OBJECTIVE: Perform entry-level administrative support work for the Archeology Division (AD) staff of the Texas Historical Commission (THC). Work involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing committee minutes and support documentation. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:
1. Perform general office duties such as filing and maintaining a filing system, answering, and routing phone calls, and ordering and maintaining office supplies.
2. Prepare and disseminate information concerning AD programs and procedures.
3. Assist AD staff with digitization and integration of AD records with eTRAC and Texas Archeological Sites Atlas.
4. Assist AD staff with updating and maintaining program records, web pages and social media.
5. Attend and provide support for official meetings of the Antiquities Advisory Board and THC Archeology Committee at Quarterly Meetings of the Texas Historical Commission.
6. Prepare minutes and maintain meeting files.
7. Provide back-up telephone and administrative support to the division’s office manager, as needed.
8. Adhere to established work schedule with regular attendance.
9. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:  
10. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):
• Graduation from a standard senior high school or equivalent;
• Experience in clerical or administrative support work;
• Valid driver’s license, acceptable driving record and ability to drive a state vehicle; and
• Required to travel up to 10% of the work period.

PREFER:
• Experience in archeology or related discipline.
KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of Microsoft Office Suite including a strong working knowledge of Excel and Access;
• 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 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 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 to 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 CAPPS website. 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:

https://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.

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AFFIRMATIVE ACTION EMPLOYER