

Listing No. 466-12-14
Starting Wage \$2,094 - \$2,670 / mo.

Opening Date 2/3/12
Closing Date 2/17/12

**STATE AGENCY
JOB VACANCY NOTICE**

Job Title Administrative Asst II

Classification No. 0152
Salary Group A11

Agency: Office of Consumer Credit Commissioner
Address: 2601 North Lamar Boulevard, Austin, Texas 78705-4207
(512) 936-7600 Fax (512) 936-7610

WORK LOCATION ADDRESS: Austin

NO. OF POSITIONS 1

REFER TO: Human Resources

BY APPOINTMENT: Yes After Pre-screen No _____

DURATION: FULL-TIME HOURS/WK 40

TRAVEL REQUIRED: Yes ___ No ___

JOB DESCRIPTION:

Performs administrative support and technical program work for the examination section of the agency. Work involves maintaining database and imaging systems, assisting with the mailing of agency publications, opening and distributing agency mail, providing support for field examiners, and maintaining agency postage account. Duties also involve processing correspondence; reviewing forms for completeness; preparing routine reports; logging travel vouchers and timesheets; providing information on rules, regulations, policies, and procedures; answering routine phone calls; and performing general administrative support and data entry duties. Works under moderate supervision.

QUALIFICATIONS:

High school diploma or equivalent. Experience in general office practices and procedures. Experience in word processing, spreadsheet, and database entry required; experience with document imaging preferred. The duties require a candidate who is dependable and efficient; can communicate effectively orally and in writing; possesses good proofreading, grammar, and typing skills; coordinates work with supervisor; and maintains effective working relationships. Candidate should be detail-oriented and must work independently to meet deadlines. Bilingual English/Spanish preferred.

GENERAL:

All information obtained regarding the status of regulated creditors is subject to strict confidentiality. Employees are prohibited from having any direct or indirect indebtedness or financial connection with a licensed lender, may not own stock in any licensed lender, and may not be related to any officer, employee, or consultant of any financial trade association. Employees may hold retail charge agreement accounts with registered creditors subject to the agency's jurisdiction; however, are discouraged from having any other indebtedness with registered creditors. Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on 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. Base salary range shown above may be adjusted beyond posted limits based upon eligibility requirements of the selected candidate based upon provisions in the General Appropriations Act.

A state of Texas application (downloadable from www.occ.state.tx.us) including a complete work history **MUST** be submitted to the agency by mail, fax or in person to be considered for this position. **NO DUPLICATE APPLICATIONS PLEASE.** Resumes submitted without a state of Texas application will not be considered. Complete applications can be submitted to the Office of Consumer Credit Commissioner by mail: 2601 North Lamar Boulevard, Austin, Texas 78705-4207; or by fax: (512) 936-7610. Interviews will be conducted by appointment following pre-screen of applications. Only applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.

Date Form Completed: 01/30/2012

Approved: _____