



**TEXAS MILITARY FORCES**  
 Joint Forces Headquarters  
 Adjutant General's Department  
 Post Office Box 5218  
 Austin, Texas 78763-5218  
 512-782-5001

**STATE AGENCY  
 JOB VACANCY NOTICE**

**POSTING NUMBER:** 2012-39

**POSTING DATE:** 27 January 2012

**CLOSING DATE:** 09 February 2012

**TITLE:** Administrative Assistant IV (**STARBASE Assistant**)

**STATE CLASSIFICATION #:** 0156

**SALARY GROUP:** A15

**MONTHLY SALARY:** \$2,645.00 to \$2,917.00

**OPENINGS:** 1 (More than one position may be filled.)

**FULL TIME**     **PART-TIME**     **TEMPORARY**

**HOURS WORKED WEEKLY:** 40 Hours (Monday thru Friday)

**SHIFT WORK:**  Yes  No

**FLSA:** Admin-Exempt    **JOB CATEGORY:** T

**TRAVEL REQUIRED:**  Yes (up to 30% with overnight stays)  No

**AGENCY CAR FURNISHED:**  Yes  No

**WORK LOCATION:** STARBASE, Building 31, 2200 W. 35<sup>th</sup> St., Camp Mabry, Austin Texas 78703

**INTERVIEW LOCATION:** Camp Mabry, Austin Texas 78703

**APPLICATION PROCESS:** Applicant must complete and submit the State of Texas Application for Employment for each posting. Interviews are scheduled based on the information provided on the employment application. Summary of experience must be specific and clear, assumptions are not made. Include all employment history and do not leave questions blank. Resumes may be accepted at the time of interview. Copy of official transcript and proof of required certification may be required at interview. Submitted applications become public record and are subject to disclosure.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

**NATIONAL AGENCY CHECK AND INQUIRY:** Selected candidate must complete security clearance. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85P. Completed forms are submitted to the OPM for the background investigations.

**HOW TO APPLY**

<b>APPLY ONLINE AT:</b> www.workintexas.com	<b>MAIL APPLICATION TO:</b> Adjutant General's Department ATTN: NGTX-RMH P. O. Box 5218 Austin, TX 78763-5218	<b>APPLY IN PERSON:</b> Monday-Friday, 8 AM to 4 PM 2200 West 35 <sup>th</sup> St. Camp Mabry, Building 11 Austin, TX 78703
<b>FAX APPLICATION TO:</b> (512) 782-5669		Telephone: (512) 782-5133
<b>EMAIL APPLICATION TO:</b> txagdstatejobs@tx.ngb.army.mil		

*The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.*

**GENERAL DESCRIPTION**

Performs advanced (senior-level) administrative support and technical assistance. Performs professional assistance work for the STARBASE program staff. Disseminates STARBASE information, develops filing systems and provides a variety of highly responsible and complex administrative support work. Reports to the State STARBASE Program Director and works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**JOB DUTIES AND RESPONSIBILITIES**

- Interprets and disseminates STARBASE program information and procedures.
- Prepares, edits and distributes correspondence, reports, studies, forms and documents.
- Performs general office duties such as ordering supplies, performing basic bookkeeping work, and assisting with general human resources work.
- Coordinates STARBASE meetings, conferences and seminars.
- Develops and maintains filing, record-keeping and records management systems.
- Develops administrative and technical policies and procedures.
- Responds to inquiries regarding STARBASE or administrative regulations, policies, and procedures.
- Participates in the planning and execution of the STARBASE program.
- Compiles and edits data for charts, graphs and databases and prepares summaries or reports.
- Assists in researching technical issues.
- Answers phone calls, routes incoming calls, takes messages, greets visitors and directs visitors to the appropriate staff.
- Maintains inventory of STARBASE supplies and equipment.
- Researches, composes, designs and edits STARBASE publications such as brochures, forms, manuals, and reports.
- Develops and reviews STARBASE training materials.
- Manages and maintains schedules and travel arrangements for STARBASE staff.
- Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES****EDUCATION:**

- Graduation from a standard senior high school or equivalent is required.

**PREFERRED EDUCATION:**

- Graduation from an accredited two-year college with major course work in business administration or related field is preferred.
- Graduation from an accredited four-year college or university is preferred.

**EXPERIENCE:**

- Three years of full-time experience in administrative support work is required.
- Experience in Microsoft Office or other word processing and spreadsheets applications is required. (Applicants must demonstrate relevant experience on application.)

**PREFERRED EXPERIENCE:**

- Experience working with youth is preferred.
- Experience and proficiency operating database software programs is preferred.
- Experience working with (Integrated Engineering Management System) iEMS is preferred.
- Experience working with state purchasing and travel procedures is preferred.
- Experience with budget maintenance is preferred.

## REGISTRATION, CERTIFICATION OR LICENSURE:

- Valid driver's license is required. \*The ability to obtain a Texas Driver's License will be required within first 30 days of employment. A clean driving record is required for driving state or federal vehicles to conduct agency business.

NOTE: Applicants selected for interview will be required to registered with workintexas.com and take a typing test prior to interview.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- office practices and administrative procedures.

Skill in:

- using a personal computer with Microsoft applications to include Access, Excel and Word;
- conveying information in a clear and concise manner;
- identifying and resolving problems and taking initiative to prevent problems;
- initiating innovative approaches to improving processes or solving issues; and
- operating standard office equipment.

Ability to:

- communicate effectively both verbally and in writing;
- articulate business affairs in a professional manner;
- accurately and clearly explain business matters;
- plan, organize and prioritize multiple assignments without compromising accuracy;
- prepare reports within required timeline;
- implement administrative systems and procedures and to evaluate their effectiveness;
- interpret rules, regulations, policies and procedures;
- establish and maintain effective working relationships; and
- interact with staff in a positive and professional manner.

## PHYSICAL CONDITIONS

Work is typically performed in a sedentary office setting involving sitting, standing and walking to perform job duties. Work requires extensive use of a personal computer and telephone. Periodically lifts, carries and sets up field equipment and materials that weigh up to 25 pounds.

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*The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.*