



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: November 3, 2017

Job Listing Identification Number: 00001242

State Job Title: Administrative Assistant IV

Agency Job Title: Finance & Operations Specialist

Monthly Salary Range: \$2,748.00 - \$3,100.00

Remarks:

Closing Date: Until Filled

State Class. No. and Pay Group: 0156/A15

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: Yes No

Job Description:

Provides advanced administrative assistance to agency staff as part of an administrative support team. Serves as "First Impressions Officer" (receptionist) for the agency while also providing administrative assistance to Accounting. Work schedule is M-F, 8:00 a.m. – 5:00 p.m. Work includes duties related to mail management, payment documentation and distribution, complex word processing, compiling materials for mass mailings, routine data entry, scheduling interviews and meetings, tracking mandatory training, and preparing meeting materials. Reports to the Deputy Chief Financial Officer. May perform other duties as assigned to maintain efficient agency operations. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Minimum Qualifications:

- High school graduation or equivalent.
- Graduation from an accredited college or university; may substitute four years of full-time advanced administrative experience for education on a year for year basis.
- Two years of experience performing advanced administrative assistance.
- Working knowledge of Microsoft Word and Excel.
- Ability to work Monday through Friday from 8:00 a.m. to 5:00 p.m.

Preferred Qualifications:

- Experience working for a state agency or judicial entity.
- Experience working with a wide variety of internal and external customers, including senior level management and/or judicial officers.
- Experience working in the Centralized Accounting, Payroll and Personnel System (CAPPS).
- Experience using Office365 (Word, Excel, OneNote, Outlook, Skype for Business).
- Some college.

Knowledge, Skills, and Abilities:

- Knowledge of professional office principles, practices, and procedures.
- Knowledge of spelling, grammar, and punctuation.
- Knowledge of basic accounting principles and practices.
- Skill in the use of office equipment, computers, and software applications in a windows environment (Microsoft Office: Word, Excel, Outlook, OneNote, PowerPoint; Adobe Acrobat; CAPPS).
- Skill in problem solving related to administrative/accounting policies and procedures.
- Skill in exercising courtesy, tact and diplomacy in all communications (written and verbal).
- Skill in establishing and maintaining effective working relationships with management, co-workers, other agencies, and the public.
- Ability to follow brief oral and/or written instructions.
- Ability to work independently and as part of a team.
- Ability to multi-task and complete assigned work on time, proficiently, and with infrequent errors.
- Ability to maintain confidentiality.
- Ability to type 45-55 WPM.

Essential Job Functions:

- Greets visitors and directs them to the proper agency staff or department.
- Answers the agency's main telephone line in a professional, service-oriented manner and either answers routine questions, takes messages, or routes calls to the proper agency staff or department.
- Receives fax transmissions via email and distributes to proper agency staff or department.
- Provides information and customer service to staff, stakeholders, and agency management in the daily operations of the agency.
- Delivers deposits to state Treasury on a rotating schedule with two other team members.
- Provides assistance and guidance to staff on various mail procedures (e.g. labels, certified mail, delivery services).
- Provides daily mail support, which includes date-stamping, sorting, logging of invoices and travel vouchers, distributing mail, and maintaining confidentiality.
- Provides daily cash receipts support, which includes deposit-stamping, sorting, logging, and distributing documentation.
- Receives and signs for packages at the front desk; then contacts appropriate staff for pick-up.
- Stamps travel and purchase vouchers with payment-related data; updates payment-related tracking logs; notifies Accounts Payable of any discrepancies; and scans and/or copies payment vouchers for accounting staff.
- Provides administrative support for Finance and Operations, which may include complex word processing; preparation of statistical tables, charts and graphs; compiling materials for mass mailings; routine data entry; assisting with compiling and analyzing data; assisting with the preparation of travel and/or purchase vouchers; and assisting with the documentation of departmental policies/procedures.
- Provides administrative support for Human Resources, which may include scheduling job interviews, tracking mandatory training, assisting with employee service awards, monitoring the OCA Kudos email in-box and notifying managers when kudos emails are received, and filing.
- Submits minor maintenance requests through Texas Facilities Commission portal.
- Maintains efficient and accurate record keeping and filing systems of administrative requests in

support of the agency.

- Assists with the development and distribution of informational and/or training materials.
- Coordinates meetings, prepares meeting materials, and assists with set up and tear down for meetings.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Maintains the Front Desk Manual.
- Coordinates with agency staff to ensure coverage of receptionist phone.
- Attends work on a regular and predictable schedule in accordance with agency leave policy.
- Performs related work as assigned and complies with all OCA policies.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

36B, 42A, 56M, 88H, 89A, 89B, 92Y, RP, SN, 741X, YN, 360, 0100, 0111, 0111, 3A1X1, 8A200

Additional Military Crosswalk information can be accessed at

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

To Apply:

Submit a complete application through CAPPS Recruit at this link

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00001242&tz=GMT-05%3A00> . Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPS but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed application in CAPPS Recruit** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration 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.

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.