



**Job title: Administrative Assistant III
Enforcement Administrative Assistant
Posting 0713-24
Opening Date: July 11, 2023
Closing Date: Until filled**

PO BOX 12157, Austin, TX 78711
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Location: North Campus- 1106 Clayton Ln. Austin, TX 78723
Yearly Salary: A13- \$40,000.08- \$41,500.08
Division: Enforcement

Job Description

The Prosecution Administrative Assistant is selected and responsible to the Legal Assistant Manager and Legal Assistant Supervisor. Primary responsibilities include complex administrative support such as extensive file management, including archiving closed files; forwarding files; extensive processing of certified and regular mail; processing incoming and outgoing mail for the Prosecution Section; compiling and entering data for databases and reports; answering phone calls, and supporting the Prosecution Section of the Enforcement Division with other administrative duties as needed. Work requires some contact with the public, government officials and department staff. Work is performed under general supervision, with moderate latitude for exercising initiative and independent judgment.

Essential Duties

- Develop, coordinate, and maintain record-keeping and filing systems for closed case files.
- File closed case files, retrieve closed files upon request, and keep track of the movements of all closed files or documents removed from those files.
- Process, log and organize closed files for archiving to off-site storage.
- Process regular and certified mail for all legal assistants in the Prosecution Section, including the prosecutors' legal assistants and those on the Legal Support team.
- Provide back-up support for the division's main phone lines and co-workers' individual phone lines, screen calls, take messages, and handle or forward calls as appropriate. Assist prosecutors and legal assistants in researching and responding to phone calls concerning contested cases, including calls concerning settlement negotiations.
- Enter data in the electronic case management system for opening, updating and closing case records. Research case information in the case management system as needed.
- Enter Enforcement data in licensing databases as appropriate. Research licensee information in licensing databases and imaging as needed.
- Process open records requests by locating files for review and forwarding to General Counsel. Return open records files to their proper places when the files are returned from General Counsel.
- Prepare and distribute correspondence, reports, and legal documents.
- Research and respond to telephone and email inquiries concerning agency statutes and rules, the Enforcement Division's policies and procedures, and the status of enforcement cases.
- Maintain schedules and calendars for the Prosecution Section.
- Prepare and process purchase requisitions, time sheets and travel vouchers for the Prosecution Section.
- Perform research, complete special projects and provide other administrative support for the Prosecution Section as needed.
- Process money mail for payment of administrative penalties and fees for the Enforcement Division and General Counsel's Office. Research names and case numbers for payments being made, enter the penalties and fees in agency databases as needed, and distribute money mail documents as appropriate.
- Perform duties in accordance with the Complaint Resolution Procedures Manual, the Enforcement Plan and the Criminal Conviction Guidelines.
- Perform other duties as assigned by the Director of Enforcement, Prosecution Legal Assistants Manager or Legal Support Supervisor.
- Consistently provide friendly, caring, and professional customer service.
- Comply with division and/or agency training requirements.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team while upholding the agency's core values.

- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adhere to all TDLR personnel policies and procedures and perform related work as assigned.

Minimum Requirements

Graduation from a standard high school or equivalent required. One (1) year of responsible experience in secretarial or administrative support work required, including experience with filing and handling a large volume of files on a daily basis. Graduation from an accredited college or university is preferred and may substitute for the experience requirement. Bilingual candidates preferred, particularly those with Vietnamese language skills.

Military Occupation Specialty Code:

Army 15P, Navy SN Seaman, Marine 0111 Admin, Spec., Air Force 3F5X1 Admin.

Remarks

The successful candidate will have: Knowledge of office practices and administrative procedures. Skill in the use of standard office equipment and software, including MS Office applications such as Microsoft Word, Excel, Access, Outlook, and TEAMS. Skill in organization; in providing attention to detail; and, in various research techniques, including Internet research. Ability to maintain a case file system; to process certified and regular mail; and, to draft basic business correspondence using spelling, punctuation, sentence structure, and grammar. Ability to interpret and explain agency laws, rules, policies, and procedures in a clear and concise manner; to communicate effectively, both orally and in writing; and, to establish and maintain courteous, effective working relationships. Ability to answer a multi-line phone system; and, to provide friendly, caring service to citizens and employees of the Department.

How to Apply

Applications may be downloaded through TDLR's website <https://www.tdlr.texas.gov/employ.htm>. Only Email or fax applications accepted. Email human.resources@tdlr.texas.gov or fax 512.475.3377. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application. **Only interviewed applicants will receive notice of the final disposition of the selection process.**

This job is covered by the Fair Labor Standards Act (FLSA).

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation