

**TEXAS COMMISSION ON LAW ENFORCEMENT  
STATE AGENCY – JOB VACANCY NOTICE**

**POSITION TITLE: EXECUTIVE ASSISTANT III**

**SALARY: \$51,278 - \$82,901**

**DURATION: Full-Time**

**CLOSING DATE: Until Filled**

**CLASS NO.: 0164**

**NUMBER OF OPENINGS: 1**

**LOCATION: TCOLE Headquarters - 6330 East Hwy 290, STE 200 Austin, Texas 78723**

### **GENERAL DESCRIPTION**

Performs professional assistance work for an executive, involving coordinating high-level administrative operations of an agency, division, or department.

Performs advanced (senior-level) professional assistance work for an executive or multiple executives. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Revise administrative policies, procedures, standards, and methods, and provide guidance and interpretation on policies and procedures.
- Assist an executive(s) with general human resource management actions and budget preparation.

### **EXAMPLES OF WORK PERFORMED**

Coordinates calendars, meetings, and conferences; develops trip itineraries and presentation and handout materials; coordinates travel for an executive(s).

Completes expense and mileage reports for an executive(s).

Prepares and/or proofs for accuracy various documents, including correspondence, memos, meeting notices and agendas, charts, presentation slides, handouts, forms, and spreadsheets.

Greets visitors, answers and screens phone calls, takes messages, and sets up conference calls for an executive(s).

Provides input into developing and revising administrative policies, procedures, standards, and methods, and provides guidance and interpretation on policies and procedures.

Communicates objectives, tasks, and decisions to staff on behalf of an executive(s).

Performs related work as assigned.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Experience in administration management. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

#### **Knowledge, Skills, and Abilities**

Knowledge of accepted business practices and procedures; applicable rules, regulations, and policies; and related legislative and legal practices and procedures.

Skill in the use of standard office equipment and software.

Ability to handle high-level administrative issues; to analyze and solve work-related problems; to communicate effectively; and to provide guidance to others.

At least two writing samples required to be submitted with application in order to be considered; writing samples may include such documents as external organization letters, internal organization memorandums, presentation briefs, formal emails with signature blocks, summary reports, etc.

Ability to oversee and to supervise the work of others.

**MILITARY OCCUPATIONAL SPECIALTY CODES** can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

**VETERAN'S PREFERENCE:** If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

**FOR NEW HIRES/REHIRES:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**TO APPLY:** Application may be completed at: [Job Search \(taleo.net\)](#)

**APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:** Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en> )

**PLEASE NOTE:** All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions.
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.
- *As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*
- *This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment criminal background check, prior to being offered employment by the Agency.*