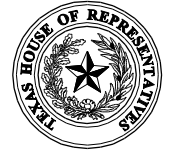




TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128  
Telephone: 512/463-1151



DAN PATRICK  
Lieutenant Governor  
Joint Chair

JEFF ARCHER  
Executive Director

JOE STRAUS  
Speaker of the House  
Joint Chair

**POSITION VACANCY NOTICE**

JOB TITLE: **Administrative Assistant** POSTING NUMBER: **18002**

DATE POSTED: January 9, 2018 CLOSING DATE: January 23, 2018

DEPARTMENT: Research Division/Administrative Section

SALARY: \$3,241.67 per month

CONTACT: Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128  
(512) 463-1155 Fax: (512) 936-1064  
[www.tlc.texas.gov](http://www.tlc.texas.gov)

**GENERAL DESCRIPTION**

Performs complex clerical, routing, administrative, and technical research support tasks. Assists in preparing detailed and specialized research project documents and reports. Assists all research division staff in handling the production and distribution of materials. Work is performed under supervision of senior staff and in compliance with prescribed procedures.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handles incoming phone calls to division, routes to appropriate contact as necessary, and answers routine questions from offices.
- Reviews time sheets in preparation for final okay by section managers.
- Organizes and schedules meetings and interviews.
- Assists in preparing materials for meetings, including PowerPoint presentations.
- Prepares and coordinates hiring paperwork.
- Creates and updates request tracking records and folders for division.
- Processes copy requests.
- Maintains files and database records and distributes documents.
- Prepares spreadsheets.
- Handles office moves and office setup for new hires.
- Orders supplies and handles receiving reports.
- Maintains and updates AA procedures posted on Research intranet.
- Performs other duties as assigned.



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Joint Chair

### QUALIFICATIONS

#### Experience and Education

Experience in clerical and customer service work. Experience or training in data entry, word processing, and spreadsheet applications. Graduation from high school or equivalent with postsecondary education or training in business, management, administration, or a related field. Experience and education may be substituted for one another.

#### Specialized Knowledge, Skills, and Abilities

- Working knowledge of office practices and administrative procedures.
- Skill in recordkeeping and file management.
- Skill in the use of Microsoft Word, Excel, and PowerPoint.
- Skill in performing basic online research.
- Skill in communicating effectively.
- Skill in working as a member of a team and in coordinating a team's work.
- Considerable skill in interpersonal relations with council staff, clients, and others.
- Considerable skill in providing constructive feedback.
- Considerable skill in communicating, both orally and in writing.

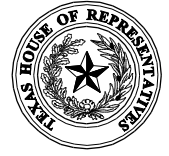
#### General Division Knowledge, Skills, and Abilities

- Outstanding accuracy and meticulous attention to detail.
- Knowledge of legislative process.
- Ability to meet project specifications and deadlines.
- Ability to express material accurately, clearly, and concisely, both orally and in writing.
- Ability to analyze and present information in a neutral, unbiased manner.
- Skill in meeting project specifications and deadlines.
- Skill in accepting and incorporating feedback.
- Ability to work independently and as a member of a team.
- Ability to maintain confidentiality of material and information.
- Ability to accept and incorporate feedback.
- Ability to work overtime, flexible hours, and occasional on-call duty.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain regular attendance.



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**Application Requirements**

To be considered, an applicant must submit a cover letter and a State of Texas Application for Employment (available on the council's website: <http://www.tlc.texas.gov/employment>).

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided. The Texas Legislative Council participates in E-Verify.**

**Requests for accommodation and/or services in the application process should be made to the above cited contact.**