

Job Vacancy Notice

Listing Number: TOB #18-01
Starting Wage: \$1,000/Month @ 20 Hrs/Week

Posting Date: June 7, 2018
Closing Date: June 27, 2018

Texas Optometry Board
333 Guadalupe Street, Suite 2-420
Austin, TX 78701-3942
512-305-8500

Position Title: Administrative Assistant I **Classification Number: 0150, Group A09**
Work Address: Texas Optometry Board, 333 Guadalupe St., Ste. 2-420, Austin, TX 78701
Person to Contact: Vincent Piña (512-305-8503)

Description of Duties

Perform entry-level administrative support and/or technical program assistance work. Work involves preparing routine and special correspondence, reports and documents, maintaining confidential files and records, assisting in preparing statistical data, performing data entry, and assisting in answering phones and distributing incoming mail. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment. Additional details are available on the Optometry Board's website: www.tob.texas.gov Select the "Everyone" Quicklink.

General Qualifications

Education: Minimum of graduation from high school or equivalent (GED). Prefer one year of college with courses in government or criminal justice. Education and experience may be substituted one for another on a year-for-year basis.

Experience and Training: General office practices and clerical or administrative support work. Skill and experience in the use of personal computer, database entry/retrieval, word processing, and e-mail.

Military Occupation Specialty Codes

Army: 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; Navy: AZ, 641X, LS, 741X CWO, MCMass, PS, RP, SN, YN, YNS; Coast Guard: 360, 018, YN; Marine Corps: 0100, 0102, 0111, 0170, 3372, 4430, 6046; Air Force: 3A1X1, 8A200

To Apply

Submit an original signed State of Texas Application by e-mail (vincent.pina@tob.texas.gov) or mail to the Texas Optometry Board, 333 Guadalupe Street, Suite 2-420, Austin, Texas, 78701. Resumes will not be accepted in lieu of a State of Texas Application. State applications are available at the Optometry Board's website: www.tob.texas.gov Select the "Everyone" Quicklink. Applicants will be notified if selected for interview. If ADA accommodation(s) are needed, contact Vincent Piña (512-305-8503).

**An Equal Opportunity/Affirmative Action/ADA Employer
Smoke Free Agency**