

**Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701**

512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

CLERK II (temporary 6-12 months)

Position: Clerk II Temporary Full time (40 hours/week)	Salary: \$1,916.67 per month (\$23,000 annually)
Classification Number: 0055 Group: A07	Posting Date: May 31, 2019 Number of Openings: 1
Listing Number: 504-19-015 FLSA Status: Non-Exempt	Closing Date: until filled Start Date: as soon as possible
Contact: Leticia Kappel; hr@tsbde.texas.gov ; (512) 475-0975	

GENERAL DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. The agency is authorized to employ 59 FTEs and has 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Clerk is a team member of the Finance Division and will report to the Director of Finance and Administration. Work involves opening mail, batching mail and preparing, scanning, and filing documents. Works with limited latitude for the use of initiative and independent judgment.

This is a temporary position for approximately six to twelve months.

EXAMPLES OF WORK PERFORMED:

- Opens agency mail daily
- Batching documents
- Prepares and scans documents
- Organizes documents
- Maintains filing system for documents
- Assist with voucher preparation
- Performs related work as assigned

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited high school or successful completion of GED certification required.

EXPERIENCE: Experience as a clerk or administrative assistant in an office environment is preferred.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office practices and terminology.
- Ability to communicate effectively in writing; knowledge of spelling, punctuation, sentence structure, and grammar.
- Skill in using a computer, databases, and applicable software.
- Sound judgment and decision-making.
- Ability to work well with others and to maintain a positive attitude with callers, visitors, and coworkers.

- Ability to communicate effectively with callers, visitors, and coworkers.
- Ability to work effectively in a dependable and organized manner in order to meet various deadlines.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y, AZ, CS, LS, PS, RP, SH, SN, YN, 360, 420, SK, YN, 0100, 0111, 0161, 3051, 3052, 6042, 6046, 6671, 0102, 0160, 0170, 3A1X1, 8A200, 15, 36, 42, 56, 68, 88, 89, 92, 01, 30, 60, 66, 01, 3A, SDI. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work days are Monday through Friday with flexible work hours.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Anthony Solis at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.