

**Texas State Board of Dental Examiners
1801 Congress, Suite 8.600
Austin, Texas 78701**

512-463-6400 phone; 512-649-0797 fax
<http://www.tsbde.texas.gov>

ADMINISTRATIVE ASSISTANT II

Position: Administrative Assistant II Full time (40 hrs/wk)	Salary: \$2,194.33 - \$3,000.00 per month (\$26,332 - \$36,000 annually)
Classification Number: 0152 Group: A11	Posting Date: November 3, 2022
Listing Number: 504-23-001 FLSA Status: Non-Exempt Openings: 2	Closing Date: Until Filled
Contact: hr@tsbde.texas.gov ; (512) 305-7378	

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 currently is authorized to employ up to 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 Administrative Assistant II is a team member of the Enforcement Division. This position performs routine administrative support work and/or technical program assistance work. Work involves disseminating and gathering information, maintaining filing systems, maintaining enforcement databases, and general administrative support work. Full time employment (40 hours per week) is required. Works under the supervision of the Director of Enforcement.

EXAMPLES OF WORK PERFORMED:

- Prepares routine and special correspondence, reports, studies, forms, and documents.
- Answers calls for the Enforcement Division.
- Performs complex typing, and/or takes and transcribes technical and/or high volume dictation.
- Maintains and coordinates confidential record keeping, filing systems, and the Enforcement Division's database.
- Responds to routine inquiries and interprets rules, regulations, policies, and procedures.
- May train support staff performing related activities in the Enforcement Division.
- May assist in researching, writing, designing, or editing division publications such as brochures, forms, manual, and charts.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from a standard senior high school or equivalent is required. Experience in office practices and administrative support work is required. Experience in law enforcement or regulatory support is preferred. Experience in working with confidential documents and files is preferred. Experience in using database software is preferred.

Must be able to sit at desk and process paperwork and/or answer phones for most of the work day. Must attend work regularly.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office practices and administrative procedures.
- Ability to properly handle confidential and sensitive information and maintain the highest level of confidentiality.
- Skill in the use of personal computers and Microsoft Word.
- Skill in the use of database software.
- Ability to communicate effectively both verbally and in writing.
- Ability to work well with others and to maintain a positive attitude with callers, and coworkers.
- Ability to work effectively in a dependable and organized manner in order to meet deadlines.

OTHER:

In compliance with section 812.206 of the Texas Government Code, 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.

Military Crosswalk Information can be accessed at <http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

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 1801 Congress Ave., Suite 8.600, Austin, TX 78701 or faxed to (512) 649-0797. 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 Human Resources at 512-305-7378.

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. Non-exempt employees in jobs covered by FLSA who actually work in excess of 40 hours per week in a workweek receive time off at a time-and-one half rate as the primary method of compensation in lieu of cash payment. TSBDE is an E-Verify participant.