

Texas State Board of Dental Examiners
1801 Congress Ave., Suite 8.600
Austin, Texas 78701
737-363-2320 phone/512-649-0797 fax
<http://www.tsbde.texas.gov>

ADMINISTRATIVE ASSISTANT II

Position: Administrative Assistant II	Salary: \$3,583.33 per month (\$43,000 annually)
Classification Number: 0152 Group: A11	Posting Date: November 4, 2025
Listing Number: 504-26-005 FLSA Status: Non-Exempt	Closing Date: Until Filled
Contact: Human Resources at HR@tsbde.texas.gov	

ABOUT THE TEXAS STATE BOARD OF DENTAL EXAMINERS

The mission of the Texas State Board of Dental Examiners (TSBDE) is to protect the public health and safety and promote high quality and safe dental care by providing enforcement, licensing, peer assistance, and related information services to licensees and their patients.

Our headquarters is located on the new Texas Capitol Mall in the George H.W. Bush Building directly across from the Bob Bullock Museum and across from the University of Texas. We provide free parking for all of our employees.

We offer competitive compensation, including merit increases for outstanding performance; longevity payments after two years; generous paid leave; health insurance; dental and vision insurance; numerous state and federal holidays; state employee discounts; 401(k) and 457 and a cash balance pension for employees entering state service after September 1, 2022.

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 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 will perform routine (journey-level) administrative support and technical program assistance work for the Licensing Division. Work involves answering, and transferring division phone calls, emails, and written correspondences. Must be a dependable, reliable, team oriented, self-motivated individual who has the ability to adapt to change.

Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Responds to customer inquiries by telephone, by email, or by mail according to agency rules, laws, policies, and procedures.
2. Maintain division logs, files, and reports.
3. Will be responsible for responding to division email.
4. Must be able to prepare, interpret, and disseminate information concerning agency programs and procedures.
5. Assists with internal and external customers.
6. Provides forms and general information to visitors and forwards completed forms to proper staff.

7. Data Entry
8. Assists in maintaining division policies and procedures.
9. Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from a standard senior high school or equivalent is required. At least two years of customer service, clerical, administrative support experience is required. Experience working in an office environment is preferred.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office practices, terminology, and of spelling, punctuation, sentence structure, and grammar.
- Skilled in the use of office equipment, computer programs, preferably Microsoft Office, i.e. Word and Excel, and email.
- Must be able to provide clear, concise written responses.
- Ability to multi-task, prioritize and manage time efficiently.
- Ability to work well with others and to maintain a positive attitude.
- Ability to communicate clearly with callers.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are normally 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required.

TELECOMMUTING: Internet connection must be broadband cable with at least 50M down and 20M up or better. *Speedtests can be run to determine if you meet this requirement.* (<https://www.speedtest.net/> or <https://speedtest.att.com/speedtest/>)

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.

BENEFITS: <https://tsbde.texas.gov/78i8ljhbj/2024-state-agency-recruitment.pdf>

Military Crosswalk Information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position are encouraged to apply.

TO APPLY: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). 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. 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. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call (737) 363-2296.

SELECTIVE SERVICE REGISTRATION: In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY: This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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.