

**TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III (Enforcement Division)

SALARY: \$32,439 - \$49,388

DURATION: Full-Time

CLOSING DATE: Until Filled

CLASS NO.: 0154

NUMBER OF OPENINGS: 1

LOCATION: TCOLE Headquarters - 6330 East Hwy 290, STE 200 Austin, Texas 78723

GENERAL DESCRIPTION

Reports to the Enforcement Division Captain and performs routine (journey-level) administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. May occasionally receive instruction or assistance as new, unusual, or unique situations arise. Works under moderate supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning the Enforcement Division programs and services.

Assists in maintaining filing systems, investigative records, and case files.

Ensures security and confidentiality of sensitive and/or protected information.

Conducts administrative reviews of reports, documents, applications, or summaries to ensure administrative completeness.

Facilitates the enrollment and withdrawal of licensees into the TXDPS Secure Site Fact Clearinghouse / FBI Rap Back Program database.

Tracks the participation of licensees in the TXDPS Secure Site Fact Clearinghouse / FBI Rap Back Program database, monitoring for any criminal arrest activity.

Assists in preparing, editing, and distributing correspondence, reports, forms, and documents.

Assists in compiling data for charts, graphs, databases, summaries, or reports.

Ability to implement administrative systems and procedures and to interpret rules, regulations, policies, and procedures.

Assists with general office duties such as ordering supplies, performing basic bookkeeping work, administering travel arrangements, and assisting with general enforcement work.

Maintains relevant knowledge necessary to perform essential job functions.

May assist in coordinating and compiling materials for meetings, conferences, presentations, and seminars.

May provide assistance answering and routing phone calls, taking messages, and greeting and directing callers to the appropriate staff.

May assist in the development of administrative or technical assistance policies and procedures.

May assist in researching, composing, designing, or editing agency publications.

Complies with all agency policies and procedures, including those pertaining to ethics and integrity.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in clerical or administrative support work. Graduation from a standard senior high school or equivalent is required.

Preferred certification with TCIC/NCIC Less Than Full Access and TLETS.

Knowledge, Skills, and Abilities

Ability to pass a law enforcement sensitive background investigation.

Ability to obtain TCIC/NCIC Less Than Full Access and TLETS certification.

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software including Microsoft word, excel, outlook, and SharePoint.

Ability to communicate and interact effectively with members of the public; to respond to public inquiries in a timely manner; to implement administrative procedures; and to interpret rules, regulations, policies, and procedures.

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

TO APPLY: Application may be completed at: [Job Search \(taleo.net\)](#)

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en>)

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions.
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.
- *As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*
- *This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment criminal background check, prior to being offered employment by the Agency.*