



TEXAS ALCOHOLIC BEVERAGE COMMISSION
invites applications for the position of:

Mailroom Clerk
APPLICATIONS MAY BE FILED
ONLINE AT: [http://](http://www.tabc.texas.gov)
www.tabc.texas.gov

SALARY: \$2,194.33 - \$2,900.00 Monthly

OPENING DATE: 10/12/20

CLOSING DATE: Continuous

GENERAL DESCRIPTION:

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Performs highly complex (senior level) clerical work assisting with the mail center operations. Duties include opening, sorting, and distributing mail; making daily deposits; and maintaining agency pool vehicles. Work also includes receiving of agency goods and supplies and entering receiving reports into agency computer systems. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Reports To: Director I

ESSENTIAL JOB FUNCTIONS:

(70%) Coordinates the receiving, storing, opening, date stamping, classification, sorting, and distribution of incoming agency mail; stamps and prepares mail-outs.

- Prepares federal and inter-agency mail-outs daily. Ensures mail is pre-sorted and utilizes the most cost-effective method to mail out.
- Processes daily packaging and preparation of shipping documents.
- Enters receiving reports in CAPPs Financials.
- Maintains and reviews records on postage, registered mail, and packages; and maintains and updates mail-tracking systems.

(15%) Receives goods and supplies; delivers and picks up documents, supplies, equipment, and materials.

(10%) Ensures the agency's pool vehicles are properly maintained for agency personnel.

- Assists with monthly compilation of mail center and pool vehicle statistics.
- Runs daily errands outside the facility utilizing agency pool vehicles.
- Makes arrangements for repairs or service.

(3%) Maintains a high level of professionalism with internal and external customers and works to establish a positive rapport with all customers.

(2%) Performs other work as assigned.

MQS, KSA, LICENSE/CERTIFICATIONS:

MINIMUM QUALIFICATIONS:

Graduation from a standard senior high school or equivalent.

And

Six months of full-time work experience in customer service, clerical, or office environment.

Must have a valid Texas Driver's License and a good driving record.

Note: Fifteen semester hours of college credit will substitute six months full-time work experience.

Preferred Minimum Qualifications:

Experience in a mail room environment.
Experience with CAPPS Financials receiving reports.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

Knowledge of office procedures; of spelling, punctuation, grammar, and arithmetic; and of records administration and maintenance techniques and procedures. General knowledge of postal classes, rates, and mailing procedures. Knowledge of related software including Microsoft Word, Excel, and Outlook.

Skills

Skill in the use of a personal computer and related office equipment. Skilled in the use of general office equipment.

Abilities

Ability to remain professional and courteous with personnel from other divisions, agencies and the public. Ability to move mail parcels, office furniture and equipment up to 25 pounds.

REGISTRATION, CERTIFICATION OR LICENSURE:

Must have a valid Texas driver's license with less than 4 points on driving record.

PHYSICAL REQUIREMENTS/SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Ability to move mail parcels, office furniture, and equipment up to 25 pounds.

MILITARY OCCUPATIONAL SPECIALIST (MOS) CODE: ARMY: 15P,42A,56M,68G,420A NAVY:

AZ,CS,LS,LSS,PS,RP,SH,SN,741X COAST GUARD:SK,YN MARINE:

0100,0111,0161,3051,3372,3432,4133,6042,6046,6617,6672,0102,0160,0170,3F5X1,8A200

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the above referenced fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Supplemental Information

- The Texas Alcoholic Beverage Commission reserves the right to adjust compensation based upon legislative mandates in regards to TABC's and/or an employee's contribution to the Employees Retirement System.
- The Commission will conduct a criminal history and driver record check with the Texas Department of Public Safety in accordance with applicable standards on all finalists for this position.
- More than one position may be filled from this posting.
- In compliance with House Bill 2559, agencies that hire a person who has retired from the Employees Retirement System (ERS) or the Law Enforcement and Custodial Officers Supplemental Fund (LECOS) on or after September 1, 2009 are required to remit a surcharge each month the return-to-work retiree is employed. Candidates meeting these requirements will be offered a lower base salary to cover the surcharge.
- Applicants should clearly describe on their applications how they meet the minimum qualifications for the position. Qualifications may be verified through testing. Resumes will not be accepted in lieu of the completed application. Incomplete applications may not be considered.
- The Immigration Reform and Control Act of 1986 requires all new employees to present proof of eligibility to work in the United States within three (3) days of being hired. The Texas Alcoholic Beverage Commission 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;

- Males between the ages of 18 and 25 years, inclusive, may be required to furnish proof of either selective service registration or exemption there from as a condition of state employment. The Texas Alcoholic Beverage Commission adheres to the Veteran's Preference granted in Chapter 657 of the Texas Government Code and the Former Foster Children Preference granted in Chapter 672 of Section 1, Subtitle B, and Title 6 of the Texas Government Code

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<http://www.tabc.texas.gov>

Position #202000041
MAILROOM CLERK
SC

5806 Mesa Drive #165
Austin, TX 78731
(512) 206-3220

tabchr@tabc.texas.gov

Mailroom Clerk Supplemental Questionnaire

- * 1. Do you have a valid Texas driver's license?
 - Yes
 - No
- * 2. Do you have at least six months of full-time work experience in customer service, clerical, or an office environment? (Must demonstrate on application)
 - Yes
 - No
- * 3. Did you graduate from a standard senior high school or equivalent?
 - Yes
 - No
- * 4. Do you have fifteen semester hours of college credit? (If substituting this for work experience, you must bring transcript if invited to interview)
 - Yes
 - No
- * 5. Do you have experience working in a mail room environment?
 - Yes
 - No
- * 6. Do you have experience with CAPPs Financials receiving reports?
 - Yes
 - No
- * Required Question