



Working title: Administrative Assistant

Class title: Administrative Assistant III

Posting No.: 0511-26

Opening Date: 05/12/2026

Closing Date: Open Until Filled

Location: EOT Bldg., 920 Colorado St., Austin, TX 78701

Class Code: 0154

FLSA: Non-Exempt

Salary Group/Salary: A13, \$37,836.00 - \$44,500.08/yr.

Division: Office of the Controller/Administrative Services

Number of positions: 1

General Description

Performs complex (journey-level) administrative support performing mail operations, compiling and validating money mail batches, and performing data entry into agency systems. The Administrative Services Administrative Assistant may also requisition supplies for the support services group and perform other general support functions. This position shares responsibility for identifying and analyzing processes to determine areas that can be streamlined. May assist with training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the Administrative Services Manager. Attendance and punctuality are required work attributes.

This position is 100% in the office Monday to Friday and there is no opportunity for telework.

Essential Job Functions

- Receives, opens, and date stamps incoming mail, logs tracked incoming mail, and reviews and routes non-money mail to the appropriate divisions.
- Compiles and batches money mail by program utilizing appropriate controls for cash and negotiable instruments.
- Performs data entry of certain cash receipts into agency's internal computer system, ensuring timely entry so as all legal deadlines (three working days) are met.
- Forwards cash receipts batches to the revenue team for review.
- May perform general administrative support for revenue, expenditure, and purchasing teams and other agency divisions on an as needed basis.
- May assist with training other Administrative Services team members.
- May assist the Administrative Services Manager with process analysis and review, developing internal administrative procedures, and identifying and analyzing processes to determine areas that can be streamlined.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork and support to other members of the team and agency staff while upholding agency's core values.
- Adheres to all Texas Department of Licensing and Regulation personnel policies and performs other related duties as assigned.

Required and Preferred Qualifications

- Graduation from a standard high school or GED equivalent is required.
- One (1) year of administrative support experience in an office environment is required. Sixty (60) hours of college coursework from an accredited college or university may substitute for the experience requirement.
- Experience in cash receipts processing is preferred.
- Experience in mail processing is preferred.
- Accounting experience is preferred.
- Data entry experience is preferred.
- Experience with Microsoft Office software (Word, Excel, Outlook, Teams) is preferred.

Knowledge, Skills, and Abilities

- Knowledge of office practices and administrative procedures.

- Skill in the use of standard office equipment, including ten-key calculator; in the use of computers and applicable software, including MS Office applications.
- Skill in organization and attention to detail.
- Ability to implement administrative procedures and to interpret rules, regulations, policies and procedures.
- Ability to perform high volume mail processing and data entry.
- Ability to perform efficiently in a fast-paced, high-pressure environment.
- Ability to multi-task within tight time constraints.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain courteous, effective working relationships with team members and administrative personnel from other divisions and of other state agencies.
- Ability to provide friendly, caring service to citizens and employees of the Division and agency.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to bend, squat, or twist upper body.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to lift boxes or equipment weighing up to 25 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.

Military Occupational Specialty Codes:

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 and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the 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.