

## **Administrative Assistant IV**

To apply for any posted position with the Texas Commission on Law Enforcement, please register or log in at

<https://capps.taleo.net/careersection/407/jobsearch.ftl>

Resumes are not accepted in lieu of State of Texas application

### **Description**

#### **Our Mission**

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

#### **Our Special Services Division**

TCOLE's Special Services Division ensures the integrity and effectiveness of key law enforcement programs across Texas. We oversee the School Marshal Program, agency creation, training contracts, exam site renewals, background confirmations, and peer-to-peer networks, guaranteeing compliance and fostering professional excellence.

#### **Who We're Looking For**

The Texas Commission on Law Enforcement (TCOLE) is seeking an Administrative Assistant to join the Enforcement Division located at 6330 E HWY 290, Suite 200, Austin, TX.

The Administrative Assistant IV performs highly complex (senior-level) administrative support work involving disseminating information, preparing correspondence, maintaining filing systems, and providing guidance to other staff. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Salary is dependent on qualifications and experience. The salary range is \$38,976 - \$54,000. This Job Class for this position is 0156 and salary group is A15.

#### **Examples of Work Performed**

Maintains filing systems, including recording information, updating paperwork, or maintaining documents, records, correspondence, or other material.

Creates, maintains, and enters information into databases.

Assists in developing administrative or technical assistance policies and procedures, and in researching, composing, or editing agency publications.

Coordinates, compiles materials, and provides assistance for meetings, conferences, seminars, presentations and trainings.

Responds to inquiries from internal and external stakeholders regarding technical program or administrative regulations, policies, and procedures.

Explains and disseminates information concerning agency programs and procedures.

Prepares, edits, and distributes correspondence, reports, forms, and documents, including information concerning agency programs and services.

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

Compiles and edits data for charts, graphs, and databases, and prepares summaries or reports.

Provides guidance to other staff performing clerical and administrative work.

Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.

May assist in analyzing policies and procedures, develop recommendations, and provide input on program implementation, improvement, and efficiency.

Other duties as assigned.

## **Qualifications**

### **Required Education and Experience:**

- High School diploma or equivalent
- At least four (4) years of clerical or administrative support experience in a professional environment.
- College credit may be substituted for experience on a year-for-year basis.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of office practices and administrative procedures.
- Skill in the use of standard office equipment and software.
- Ability to communicate effectively.

- Ability to provide guidance to others.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to implement administrative systems and procedures and to interpret rules, regulations, policies and procedures.

**Preferred Skills, Knowledge, and Abilities:**

- Knowledge and experience of customer service practices and administrative procedures service.
- Skill in conducting data searches and evaluating large amounts of data.
- Proficiency in record management systems, such as Laserfiche, DocuWare, Sharepoint, or Mark 43.
- Advanced proficiency in Microsoft 365 applications including Word, Excel, Forms, SharePoint, and Teams, with demonstrated experience creating complex documents, analyzing data using advanced formulas and pivot tables, designing custom forms, managing document libraries, and facilitating virtual collaboration.

**Why work at TCOLE?**

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas state employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members.
- 12 - 16 days of [annual paid holidays](#).
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for Full-Time employees.
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security.
- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools.

- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#).
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services .

**All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.**

***Equal Opportunity Employer*** – TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

***ADA*** - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

***Military Occupational Specialty Codes*** – Military Specialty Codes that correspond to this job posting include MOS 15P, MOS 42A, MOS 56M, MOS 68G, MOS 420A, AZ, LS, LSSS, MC, PS, RP, SN, YN, YNS, 741X, YN, PERS, MOS0100, MOS 0111, MOS 3372, MOS 3381, MOS 6046, MOS 0170, MOS 4430, 3F5X1, 8A200. More information can be found at: [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

***Veterans Preference*** – Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

***Benefits*** – For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>

