



Texas State Board of Public Accountancy

333 Guadalupe, Tower III Suite 900, Austin, Texas 78701-3900

William Treacy, Executive Director

JOB VACANCY NOTICE

Job Posting No. 434	Number of Openings 1	Posting Date 05/27/2016	Closing Date Until Filled
Job Title Program Specialist I		State Classification (Salary Group) 1570/B17	

Starting Salary \$3,082/month

General Requirements			
Hours worked weekly:	40	License or registration required:	No
Shift work required:	No	Job skills test required:	No
Travel required:	No	Agency Car Furnished:	No
Military Codes: Navy-641X, Marine-0521, Air Force-16GX, 60C0			

Job Description
As a member of the IT department, the individual filling the position will be part of the computer operations and system support staff. Duties will include maintaining the enterprise database based on a knowledge of all programs, policies, and agency rules, and in coordination with all divisions of the agency. Will complete a variety of production activities according to detailed schedules, which include data entry, operating varied computer equipment, revising production documentation, filing, maintaining logs, distributing documents, maintaining computer equipment, and coordinating with other staff. Will organize daily work schedules to meet fixed deadlines. May train other staff as needed. Must use personal initiative and independent judgement in all tasks, and be willing to work on a wide range of tasks at any given time to meet deadlines.

Qualifications
The minimum requirements are graduation from a standard senior high school. Prefer at least 3 years of related administrative support experience. Experience and education may be substituted for one another. Must have a strong knowledge of the English language and grammar, and have a professional appearance and demeanor.

Knowledge, Skills, and Abilities
The individual must be able to perform very complex clerical activities in a general office environment, with a proven ability to type accurately. The job calls for an individual who has the ability to operate computer equipment and is able to carry all types of computer supplies (up to 25 lbs.). The individual must be able to learn and adjust to new procedures quickly, take instructions, and communicate and work well with others. The individual must be able to organize to complete a wide range of duties, and must be able to understand policies and rules for multiple programs at the agency. Effective verbal and written communication skills are required, as well as the ability to work in a team environment with other IT staff and departments at the agency.

Application Information To apply: Complete a State of Texas Application for Employment form, FAX or mail the application form and your personal resume to

Personnel Division
Texas State Board of Public Accountancy
333 Guadalupe, TWR 3, Ste 900
Austin, Texas 78701-3900

FAX: (512) 305-7875

NON SMOKING AGENCY

EEO EMPLOYER/AFFIRMATIVE ACTION EMPLOYER

The Board does not discriminate on the basis of race, color, national origin, sex, religion or disability in employment or its activities. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to Personnel.