



**TEXAS STATE BOARD
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

www.tsbpa.texas.gov

505 E. Huntland Drive, Suite 380
Austin, Texas 78752-3757

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F: (512) 305-7854
(512) 305-7875

JOB VACANCY NOTICE

Job Posting No. 482	Number of Openings 1	Posting Date 04/18/2022	Closing Date Until Filled
Job Title Administrative Assistant V		State Classification (Salary Group) 0158/A17	

Starting Salary
\$3,833 per month

General Requirements

Hours worked weekly:	40	License or registration required:	No
Shift work required:	No	Job skills test required:	Yes
Travel required:	No	Agency Car Furnished:	No

Military Codes: Army- 68G, Navy-PS, Marine- 0100, 0111,0170,4430, Air Force- 3FSX1

Education, Experience, and Abilities Required

A minimum of two years of college from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Bachelor's degree preferred. Must have experience with drafting, editing and proofing correspondence and documents. Good verbal and written communication skills in dealing with colleagues and the public. Must have strong organizational skills and be proficient in technology and preferable the use of Microsoft Office Suite, Adobe Acrobat and in updating an IBM I Series system. Professional appearance and demeanor.

Job Description

Primarily provide support to the Enforcement Division staff attorney investigating complaints of violations of the Board's rules and the Public Accountancy Act. Administratively assist in the complaint investigations by compiling investigatory materials, communicating with the parties in writing and verbally on the Board's investigatory process and the Board's regulations. Maintain the confidentiality of the complaint investigations, edit complaint investigation correspondence, maintain paper and electronic files, data entry in to the IBM I Series system. Respond to and direct telephone inquiries using Cisco Jabber and Cisco Finesse, and proof all documents. Prepare agenda books using Adobe Acrobat for the Technical Standards Review Committee and assist Board or Committee members as needed. Meeting room set-up may be required. Coordinate with legal staff to ensure daily division coverage. Coordination with the General Counsel's assistant to assure enforcement performance measures and objectives are met.

Monday through Friday from 8:00 a.m. to 5:00 p.m.

Application information

To apply: Complete a State of Texas Application for Employment form, and FAX or mail the employment form to:

Personnel Division
Texas State Board of Public Accountancy
505 E. Huntland Drive, Ste 380
Austin, Texas 78752-3757
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.

**Administration/
Accounting**
(512) 305-7800
accounting@tsbpa.texas.gov

CPE
(512) 305-7844
licensing@tsbpa.texas.gov

Enforcement
(512) 305-7866
enforcement@tsbpa.texas.gov

**Exam/
Qualifications**
(512) 305-7800
exam@tsbpa.texas.gov

Licensing
(512) 305-7853
licensing@tsbpa.texas.gov

Sponsor Review
(512) 305-7832
specprog@tsbpa.texas.gov