November 16, 2016

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB POSTING

Receptionist

Class. No. 0006/A06

Starting Annual Salary Range: $20,706.00-$25,464.00

Required Travel: As needed

Location: Temple, Texas

This position reports to: Fiscal Officer

GENERAL DESCRIPTION

Performs routine (journey-level) receptionist work, including operating a telephone switchboard or console. Work involves placing, answering, and transferring calls; receiving visitors; and providing general information. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Greets callers and visitors, receives visitors, notifies appropriate staff of their arrival, escorts customers to appropriate staff and answers general questions.

Refers callers or visitors to services or resources at other agencies or organizations.

Places, answers, and transfers calls and maintains phone logs.

Takes messages and schedules appointments.

Maintains records of staff locations.

Responsible for incoming and outgoing mail deliveries and postage equipment.

Provides forms and general information to visitors and forwards completed forms to appropriate staff.

Prepares special correspondence, reports, studies, forms, and documents.

Develops, coordinates, and maintains record keeping and filing system.

Performs clerical or data entry duties.

Performs related work as assigned.

GENERAL QUALIFICATION REQUIREMENTS

EXPERIENCE AND EDUCATION

Experience in operating a switchboard and receptionist, clerical, customer service or data entry work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to transfer incoming calls to appropriate personnel, to greet and direct visitors, and to communicate effectively.

Knowledge of administrative, clerical, and data entry procedures and systems.

Skill in the operation of a telephone switchboard.

Skill in customer service.

Working knowledge of computers and appropriate software, including Microsoft Office software such as Word, Outlook and Excel.

Ability to work irregular hours.

Ability to be punctual.

Must be able to safely accomplish moderate lifting (under 50 lbs) and moderate physical activity related to filing paperwork in lateral file cabinets and transporting archived file boxes to and from storage. Must be able to safely and legally operate a motor vehicle. Daily mail pick up and drop off requirement. Must have a vehicle to travel.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the Workintexas website at http://www.workintexas.com

For additional information, visit our website at http://www.tsswcb.texas.gov or contact:

Human Resource Department
Texas State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 741X, 0100, 01,3A or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Selection Information

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB 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.

The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status. In compliance with the Americans with Disabilities Act (ADAAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.