

**TEXAS STATE SOIL AND WATER CONSERVATION BOARD
JOB POSTING**

Opening Date: June 29th, 2022

Closing Date: Open Until Filled

Position Title: Staff Services Officer II

Group/Class: B18/1551

Starting Salary: \$40,200.00

Work Location: Temple, TX

Travel: As needed

Reports to: Operating and Fiscal Officer

GENERAL DESCRIPTION

Performs moderately complex (journey-level) staff services work. Work involves coordinating with and performing work in several staff services functions such as financial reporting, records retention management, contract reporting, and performance measures. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collaborates to develop queries and/or produce moderately complex reports for reporting agency financial information from the PeopleSoft Accounting System and the Uniform Statewide Accounting System (USAS).

Coordinates with the team to identify and report contract information and contract documents as needed to meet agency reporting requirements.

Develop and maintain records and filing systems, which include performing records retention work, developing retention policies, and coordinating with staff on record keeping practices and disposal of records according to the agency retention schedule.

Records and reports performance measures of assigned programs.

Prepares, edits, and distributes correspondence, reports, forms, and documents.

May respond to inquiries and interprets rules, regulations, policies, and procedures.

May coordinate varied records processing activities requiring the application of well-defined policies and procedures.

May assist with developing programs and adjusting methods and procedures to comply with legislative or other changes.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting, finance, or a related field is preferred. Full time work experience in accounting, business administration, or records retention work is preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of agency programs, policies, and procedures; the methods, principles, and practices of the agency. Intermediate knowledge of Excel and other applications in the Microsoft Office Suite. Skill in coordinating activities, the use of a computer and applicable software, and critical thinking. Ability to study and evaluate programs and propose recommendations, to interpret and apply agency policies and procedures, to analyze and solve work problems, to communicate effectively, and to provide guidance to others. Knowledge of fund accounting principles and procedures.

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
1497 Country View Lane
Temple, TX 76504-8806

VETERAN'S PREFERENCE

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 8831, 9S100 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

<https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

SELECTION INFORMATION

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB. 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 or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.