

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b>	Administrative Assistant III - IV	<b>Class Code:</b>	0154, 0156
<b>Working Title:</b>	Administrative Assistant/Calendar Clerk	<b>Salary Group:</b>	A13, A15
<b>Division:</b>	Agency Operations	<b>FLSA:</b>	Non-Exempt
<b>Supervisor:</b>	Records Supervisor	<b>Date:</b>	04/27/23

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**GENERAL DESCRIPTION:**

Perform complex to highly complex administrative support work in Central Records and Agency Operations. Work involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents. Work under general to limited supervision with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Create and maintain a database and calendars of procedural deadlines in all PUC proceedings.
- Review Agency Orders and make necessary changes and updates to the calendar(s) that were specified in the orders.
- Create, maintain, and update digital notebooks for PUC Rulemakings.
- Maintain meeting room calendars and manage meeting room reservations.
- Serve as the agency receptionist primary back-up to answer and route phone calls, take messages, greet and direct visitors to the appropriate staff.
- Provides backup support to Central Records functions.
- Make travel and training arrangements for Agency Operations staff and complete all required paperwork.
- Prepare purchase requests and maintain supplies for the division.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all agency personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

- Administrative Assistant III: High school graduation or GED equivalent **and** a minimum of three (3) years of full-time experience performing administrative support work.
- Administrative Assistant IV: High school graduation or GED equivalent **and** a minimum of four (4) years of full-time experience performing administrative support work.

**PREFERRED QUALIFICATIONS:**

- Prior experience performing administrative support work with a Texas state government agency
- Experience with CAPPs Financials.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Working knowledge of accepted business practices and administrative procedures.

- Skill in proficient use of personal computer in a Microsoft Windows environment using Word and Excel.
- Skill in using effective written and verbal communication to convey information in a clear and concise manner.
- Skill in managing work time efficiently to complete multiple assignments within designated time periods.
- Ability to consistently meet internal and external customer needs and expectations in a professional manner.
- Ability to establish and maintain effective working relationships with co-workers, agency staff and management.
- Ability to attend work regularly and adhere to approved work schedule.

**TELECOMMUTING ELIGIBILITY:**

- This position is eligible for telecommuting up to two (2) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours..

**PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to 50 pounds.