

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Executive Assistant II	Class#:	0162
Working Title:	Executive Assistant	Group#:	B19
Division:	Commissioner Cobos's Office	FLSA:	Non-Exempt
Supervisor:	Commissioner Lori Cobos	Date:	10/25/22

GENERAL DESCRIPTION:

Perform advanced professional administrative assistant work for the Commissioner and the Commissioner's staff. Work involves coordinating and overseeing high-level administrative support for the Commissioner's Office, including scheduling and coordinating meetings, organizing and disseminating information, and maintaining filing systems. Work under general limited supervision with latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Develop administrative procedures, standards, and methods to ensure efficient operation of Commissioner's office.
- Prepare and organize the Commissioner and Commissioner's staff briefing books, assemble and disseminate key filings and information, including filings in Commission dockets and projects, and other materials, as necessary for Commission meetings and overall awareness.
- Assist with facilitating communications between the Commissioner's office and other state and federal government agencies, the Legislature, industry stakeholders, and the public.
- Coordinate and manage the scheduling calendar for the Commissioner's office, including meetings, conferences, speaking engagements, and other activities.
- Advise the Commissioner's office on administrative matters within the agency.
- Receive and route incoming telephone calls, take messages, greet visitors, and direct visitors as appropriate to the Commissioner and Commissioner's staff.
- Coordinate and process state travel.
- Develop, coordinate, and maintain record keeping and filing systems.
- Review and route mail.
- Perform other activities as directed by the Commissioner and Commissioner's staff.
- Demonstrate a spirit of teamwork, independent judgement and initiative, and high ethical standards.
- Adhere to all agency personnel policies and procedures.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from high school or GED equivalent.
- Five (5) years' experience performing executive level administrative support work.

PREFERRED QUALIFICATIONS:

Experience working for a Commissioner, State Agency Executive, Chief Executive Officer, or other executive level management.

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.

- Knowledge of accepted business practices and procedures involved in providing services, and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures.
- Knowledge of office practices and administrative procedures.
- Demonstrate proficiency in writing (including grammar, punctuation, and spelling). proofreading and editing.
- Must be detail-oriented, organized, and self-motivated.
- Ability to use standard office equipment and software, including Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively and proactively
- Ability to handle high-level administrative issues,
- Ability to analyze and solve work-related administrative problems.
- Ability to work independently with minimum direct supervision.
- Ability to exercise mature judgment in carrying out work assignments, and deal diplomatically with the Commissioner, Commissioner's staff, agency staff, industry stakeholders, and the public.
- Ability to gather, assemble, correlate, and analyze facts to devise solutions to problems.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for limited telecommuting and 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 to perform job duties, 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 and cognitive 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 will be made if needed 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 or secure telework space 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.
- Occasional moving and lifting objects up to 10 pounds.

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JOB DESCRIPTION ACKNOWLEDGMENT**

EXECUTIVE ASSISTANT is an at-will employment position. It is, therefore, employment for no specified term of months or years, not under contract, and able to be terminated by the employee or the Public Utility Commission of Texas (PUCT) at any time for any reason other than those prohibited by state and federal law. The PUCT may use a system of progressive discipline prior to or instead of termination, but it is not required to do so.

The information provided below is not to be considered a contract. Its primary purpose is to provide an inclusive job description for the position of **EXECUTIVE ASSISTANT** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **EXECUTIVE ASSISTANT**.

An employee, by signing below, acknowledges that he or she has read the entire job description and understands the nature of at-will employment and the duties of the position.

SIGNATURES *(Please sign in the order specified and return the signed job description and the electronic file to Human Resources. This job description is not official without all relevant signatures.):*

Employee Name (Print)

Date

Employee Signature