



Texas State Board of Public Accountancy

333 Guadalupe, Tower III Suite 900, Austin, Texas 78701-3900

William Treacy, Executive Director

JOB VACANCY NOTICE (REVISED)

<i>Job Posting No.</i> 323	<i>Number of Openings</i> 1	<i>Posting Date</i> 9/1/05	<i>Duration</i> Until Filled
<i>Job Title</i> Clerk IV			<i>State Classification (Salary Group)</i> A10/0059

Starting Salary
\$1,912.00 per month

General Requirements

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

Education, Experience, and Abilities Required

High School Diploma or GED Equivalency.
Experience in bookkeeping and/or accounting clerical work. At least one year of general office experience with emphasis in state government accounting (USAS, USPS, SPA); experience and knowledge of state purchase and travel regulations; working knowledge of word processing and spreadsheet applications; ability to communicate effectively both orally and in writing.
Must be able to work well with all levels of staff and other state agency personnel.

Job Description

Reports to the Director of Administrative Services/CFO. Prepares purchase and travel vouchers, purchasing documents, and various correspondence. Performs moderately complex bookkeeping and clerical work in accounting and fiscal record keeping. Assists in various personnel related functions and records management program. Maintains filing systems. Other duties as assigned.

Application information

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

Personnel Division
Texas State Board of Public Accountancy
333 Guadalupe, TWR III, Ste 900
Austin, Texas 78701-3900

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.



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<i>Job Posting No.</i> 325	<i>Number of Openings</i> 1	<i>Posting Date</i> 10/11/05	<i>Closing Date</i> Until Filled
<i>Job Title</i> Administrative Assistant II			<i>State Classification (Salary Group)</i> 0152/A11

Starting Salary
\$2,021.00 (Minimum)

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

Education, Experience, and Abilities Required

Minimum of six months general office procedures. Experience with IBM PC.
Successful completion of job skills test provided by the Texas State Board of Public Accountancy.
Experience in writing and verbal communication skills.

High School Education or GED required. Some college level work preferred.

Submit writing sample with application.

In-house testing at time of interview.

Job Description

Type legal documents and correspondence; retrieve information from computer terminal; prepare exhibits and other documents for disciplinary/administrative hearings; maintain files; update legal publications; answer and direct telephone inquiries; maintain records, reports and manuals; assist in the preparation of Board and investigative committee agenda materials. Drafting business correspondence. Team player, professional demeanor; work well with the public. Other duties as assigned.

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