

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

STATE AGENCY JOB VACANCY NOTICE

Opening Date: Immediately	Posting Number: SML-389	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full Time	Army – 42A,420A; Navy – LS, PS, MC; Coast Guard – YN, PERS; Marine – 0111, 0102, 4430; Air Force – 3F5X1, Space Force - No equivalent.
Classification: Exempt	Group/Class #: B19/0162 or B21/0164	
Closing Date: Until Filled	Salary*: B19 \$4,020 min - \$6,335 max B21 \$4,523 min - \$7,253 max	
Location: Austin (Remote work possible)	*Commensurate with qualifications and experience	

Benefits Offered: Comprehensive healthcare options, State of Texas retirement plan, paid vacation/holidays, Employee Assistance Program, Training/Employee Development Program, and more.

Additional information on the SAO Military Crosswalk is available here: [Military Crosswalk for Occupational Category - Administrative Support](#)

JOB TITLE: Executive Assistant II/III

JOB DESCRIPTION: Provides direct executive level support to the Department of Savings and Mortgage Lending (SML); performs highly advanced professional administrative and technical assistance duties, in support of the Commissioner: planning, developing, coordinating, and monitoring administrative activities for the Office; policy and procedure interpretation, performs administrative and staff support functions for Directors, Supervisors, and staff as needed. Reports to the Commissioner. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Provides administrative executive-level assistance in the coordination, delegation, and tracking of various administrative assignments and/or activities within all divisions of SML to ensure timely approval of documents, reports, correspondence, etc.
- ◆ Coordinates and maintains the Commissioner's calendar to include scheduling and prioritizing internal and external appointments/meetings and preparing meeting materials for Commissioner and/or Directors. Coordinates calendars, meetings and other activities with other governmental agencies, executives, and organizations on behalf of the Commissioner.
- ◆ Schedules and reserves conference rooms for both routine and ad-hoc meetings; takes minutes and captures action items from various workgroups as requested by the Commissioner or executive staff.
- ◆ Monitors Commissioner's e-mail to track requests for meetings, deadlines, etc. and respond as appropriate.
- ◆ Facilitates written and verbal communication to and from the Commissioner with all levels of staff within the agency and with external entities. Provides highly advanced administrative support to the Commissioner.
- ◆ Develops trip itineraries, coordinates air and ground travel based on the preference of the Commissioner and submits travel claims for the same individual.
- ◆ Provides technical assistance as needed regarding office procedures and the preparation of documents; interprets, reviews, edits and routes correspondence, forms, and documents, as appropriate.
- ◆ Acts as the backup to the Grant Coordinator, preparing and maintaining grant-related documents, responding to grant-related inquiries, logging, screening, and evaluating grant applications, and processing reimbursement requests.
- ◆ Provides technical guidance and advice on administrative matters to agency management or staff.
- ◆ Develops, reviews, and communicates administrative policies, procedures, standards, and methods.
- ◆ Interprets policies and procedures within administration and makes administrative decisions as appropriate.
- ◆ Communicates agency objectives, tasks, and decisions to staff on behalf of management.
- ◆ Prepares notices or agendas for meetings and hearings.
- ◆ Handles complex inquiries about the agency's programs or administrative regulations, policies, and procedures.
- ◆ May supervise and assist in compiling and analyzing data and preparing reports.

- ◆ May research, write, design, or edit correspondence, reports, presentations, and publications.
- ◆ May research technical and policy issues and assist in the implementation of program planning.
- ◆ Acts as reception desk coordinator and CAPPS Timekeeper and may assume reception desk duties to provide breaks or coverage when understaffed. Oversees, coordinates the activities of, and trains technical and administrative support staff, including document imaging input and maintenance, mail, phones, etc.
- ◆ Related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience providing executive administrative support, including contact with senior management - minimum three (3) years for Executive Assistant II, minimum five (5) year for Executive Assistant III.
- ◆ Graduation from an accredited four-year college or university with major course work in a field related to job duties preferred. Education and experience may be substituted for one another.
- ◆ Knowledge of state policies and procedures and supervisory experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to handle high-level administrative issues; manage multiple tasks, effectively prioritize work activities and work under pressure to accomplish assignments; implement administrative procedures and to evaluate their effectiveness; analyze and interpret, and exercise sound judgment in a variety of situations; maintain calendars/schedule meetings; develop, maintain and/or monitor tracking systems; create and maintain filing systems; maintain confidentiality; communicate orally and in writing with all levels of agency staff, federal and state leadership offices; work well with others in a team environment; establish and maintain effective working relationships with managers, supervisors, co-workers, and other professional and administrative personnel; provide good customer service; and work independently with minimal supervision.
- ◆ Position requires tact, flexibility, confidentiality, and planning to accomplish assignments, and work is performed with limited supervision with considerable latitude for the use of initiative and independent judgment.
- ◆ Advanced skill in the use and operation of personal computers and in using word processing, spreadsheet, and database software applications (i.e. Outlook, Word, Excel, PowerPoint, Teams, Visio); identifying administrative problems, evaluating alternatives, and negotiating and implementing solutions; composing, proofing and/or editing memos, letters, and/or reports; and excellent interpersonal skills.
- ◆ Knowledge of office practices and administrative procedures; department functions/structure; sound administrative and management practices; State of Texas legislative processes; rules relating to confidential information and open records; State of Texas travel policies and procedures; and record retentions rules.
- ◆ Ability to analyze and solve work-related problems.
- ◆ Excellent written and verbal communication skills.

NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment.

All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded.

All offers of employment are also contingent upon satisfactory credit and background check.

HOW TO APPLY:

Submit a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <https://www.workintexas.com>, or

- ◆ Email to humanresources@sml.texas.gov, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

Applications are available at <https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>.

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

For directions or to request physical accommodations call Human Resources at 512-475-0614.

E-Verify – This organization participates in E-Verify. This employer 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.

Department of Savings and Mortgage Lending is an equal opportunity employer.