



## CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

### ADMINISTRATIVE ASSISTANT V

#### **General Position Summary**

The administrative assistant position requires an individual to perform highly-advanced administrative support assistance work for agency executive and management staff. Work involves preparing and disseminating information, maintaining agency files. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

**Salary Range:** \$36,976 - \$56,975/year

**Closing Date:** August 3, 2015, 5:00 pm.

#### **GENERAL QUALIFICATION REQUIREMENTS:**

##### **Experience and Education**

Five (5) years of recent experience in administrative support work with a state of Texas agency. Graduation from a standard senior high school or equivalent is required.

##### **Knowledge and Abilities**

Knowledge of office practices and administrative procedures. Ability to provide advanced administrative support for agency executive and management staff. Ability to prepare and disseminate information and perform internal administrative work for the agency. Ability to communicate effectively, interact with co-workers, colleagues and the public in a productive, courteous and respectful manner. Ability to work with multiple priorities and tight deadlines. Ability to work in a team environment and to work outside normal work hours when necessary. Must demonstrate computer proficiency in Microsoft Word, Excel, Outlook and PowerPoint.

#### **EXAMPLES OF WORK PERFORMED**

Provides clerical and administrative support to agency senior and management staff.

Manages and maintains schedules and makes travel arrangements for assigned senior-level and other staff.

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

Maintains current and accurate mailing lists for the agency.

Assists with coordinating agency meetings, including room reservations, attendance, and packet assembly.

Assists with conference logistics, staff coordination and training.

Assists with planning and coordinating special and administrative assignments.

Responsible for filing agency related documents, including following the agency's state retention schedule.

Reviews and routes mail according to agency guidelines.

Posts required documents in the Texas Register.

Greets callers and visitors, takes messages, answers general questions, and directs customers to proper staff.

Performs related work as assigned including assisting other administrative staff as necessary.

### **Application Instructions**

If you meet the qualifications, complete and submit a State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. State of Texas application may be obtained from <http://www.cprit.state.tx.us/about-cprit/cprit-employment-opportunities>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion.

Faxed and emailed applications will not be accepted.

Non-smoking office and building in the Capitol Complex of Austin, Texas.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

Additional information regarding the Institute's history and operations can be found on the agency's web site at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).