



OFFICE OF INJURED EMPLOYEE COUNSEL

Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744
(512) 804-4170 | F: (512) 804-4181 | oiec.texas.gov | @OIEC

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area.

[TO APPLY DIRECTLY email State of Texas Application to: OIECInbox@oiec.texas.gov](mailto:OIECInbox@oiec.texas.gov)

Veteran's Preference:

In order to receive a veteran's preference for this position, the following documents, as applicable, MUST accompany the State of Texas application:

- a copy of the DD-214;
- a statement of compensation from the Veteran's Administration; or
- a copy of the DD1300.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 15P, 15, 641X, o18, 0111, 3A

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Current Opportunity: Part-Time Intern

Amended (11/14/16) Internal/External – OIEC Employees and the General Public

The Intern will assist the Office of Injured Employee Counsel with day-to-day administrative activities and provide project level support related to the agency's programs in operations and public affairs. The intern will work under close supervision with minimal latitude for the use of initiative and independent judgment. This internship will **end on or before March 31, 2017 and may be extended.**

This position:

- assists in preparing, editing, and distributing correspondence, reports, studies, forms, and documents;
- assists in compiling data for charts, graphs, databases, summaries, or reports; and
- provides administrative support to the department.

Qualifications:

Graduation from high school or equivalent and pursuing a bachelor's degree.

Additionally, this position requires:

- nine months experience in customer service and/or office practices and administrative work; and
- 20 hours per week minimum (flexible hours).

This position requires demonstrated knowledge of:



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- software applications, including Microsoft Office (Word, Excel, and Outlook).

This position requires demonstrated skill in:

- office practices and procedures; and
- use of correct grammar, punctuation and spelling.

This position requires the demonstrated ability to:

- handle multiple tasks simultaneously;
- gather, assemble, correlate, and analyze facts; and
- communicate effectively with all levels of employees and the public.

OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

Send State of Texas application to OIECInbox@oiec.texas.gov

Opening Date:	August 4, 2016
Functional Title:	Part-Time Intern
Classification Title:	Administrative Assistant I
Status:	Internal/External Amended (11/14/16) – OIEC Employees and the General Public
Application Deadline:	Until Filled
Pay Group:	A09
Monthly Salary:	\$990.88
Annual Salary:	\$11,890.56
Job Posting Number:	16-322
Location:	7551 Metro Center Drive, Suite 100, Austin, TX 78744
Travel Required:	5%