



## Field Office Administrative Assistant

Full-Time | \$36,000 | 4440 S. Piedras Drive, Suite 205 San Antonio, Texas 78228 (San Antonio Office)

The **field office administrative assistant** performs complex administrative and technical support for the Regional Manager. The office consists of ombudsman and customer support staff. We are looking for someone who is a stellar, self-starter who knows how to prioritize and organize work and see projects through to completion. Must be positive, detail oriented, impartial and maintain confidentiality. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Great benefits.

### This position

- acts as point of contact for travel for the office;
- provides assistance on the leave accounting system (CAPPS);
- runs reports in CAPPS;
- maintains the office(s) and regional manager's calendar (Outlook and Compass);
- ensures office coverage;
- monitors DTS (dispute tracking spreadsheet);
- coordinates team building;
- orders and maintains office inventory and supplies;
- oversees records retention for the office;
- develops and maintains filing systems;
- provides internal communication to office staff;
- provides back-up on the scheduling function and back-up to monitoring the queue.

### Experience, field and/or focus

Eighteen months full-time experience working as a secretary or administrative assistant in office environment.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

### Required knowledge

- Microsoft Word, Outlook and Excel, a must.

### Required skills

- attention to detail;
- handling and solving problems;
- records maintenance principles and practices; and
- use of correct grammar, punctuation and spelling.

### JOB DETAILS

#### Job Posting #18-172

#### Title

Field Office Administrative Assistant

#### Class Title

Administrative Assistant III

#### Location

4440 S. Piedras Drive, Suite 205  
San Antonio, TX 78228

#### Salary

\$36,000.00/year  
(\$3,000.00/month)

#### Travel

5%

#### Open Date

3/08/2018

#### Application Deadline

Until filled

#### Status

Internal/External

#### Pay Group

A13

#### MOS Codes

42A, PS, 641X, 018, 0111, 3A1X1

## Required ability to

- maintain confidentiality;
- remain impartial in the office;
- multitask and meet deadlines;
- establish and maintain effective working relationships with a variety of individuals and groups; and
- communicate effectively both verbally and in writing with all levels of employees and the public.

## Qualifications

Graduation from high school or equivalent. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

Additionally, this position requires:

- eighteen months full-time experience in an office setting performing administrative work;
- bilingual in English and Spanish language skills (oral and written) mandatory.

## Preferences for this position include

- three years administrative assistance experience;
- college education; and
- workers' compensation experience.

## How to apply

Complete the State of Texas Application. Submit your application or questions to [jobs@oiec.texas.gov](mailto:jobs@oiec.texas.gov). Visit [www.oiec.texas.gov/contact/jobs.html](http://www.oiec.texas.gov/contact/jobs.html) for more information.

## To receive VETERAN'S PREFERENCE

**Applicants must provide at least one of the following documents with their State of Texas Application:**

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

### Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following:  
42A, PS, 641X, 018, 0111, 3A1X1
- Additional Military Crosswalk information can be accessed at:  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

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**Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.**

*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 OIEC staff.*