



Program Specialist

Full-Time | \$37-\$40K | 7551 Metro Center Drive, Suite 100, Austin, TX 78744

The program specialist performs an array of technical and program support work. This position reports directly to the Public Counsel for the Office of Injured Employee Counsel (OIEC). OIEC is the state agency that assists injured employees with their workers' compensation claims. Our mission is to assist, educate, and advocate on behalf of the injured employees of Texas. We are looking for someone 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 moderate supervision, with limited latitude for the use of initiative and independent judgment.

This position

- serves as executive assistant to the Public Counsel and the Deputy Public Counsel;
- maintains and updates calendars by coordinating and scheduling meetings;
- prepares and processes travel related documents;
- assists program staff with issues relating to administrative functions;
- coordinates communication with legislative support staff;
- prepares reports and report summaries of findings and recommendations;
- works with program staff in determining trends and resolving technical problems;
- assists in dissemination of public information; and
- assists with special projects.

Attendance and work hours

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

Work Hours: Monday – Friday 8:00 am – 5:00 pm

Required knowledge

- administrative techniques and processes;
- program planning implementation; and
- state legislative processes and state government administration.

Required skills

- [attention to detail](#);
- decision making, problem solving and planning;
- policy analysis and research;
- providing excellent customer service;
- expert level written and verbal communications skills; and
- proficient in Microsoft Word, Excel, PowerPoint and Outlook.

JOB DETAILS

Job Posting #18-246

Title

Program Specialist

Class Title

Administrative Assistant III

Location

7551 Metro Center Drive, Suite 100
Austin, TX 78744

Salary

\$37,000.00 – 40,000.00/year
(\$3,083.34 - \$3,333.34/month)

Travel

10%

Open Date

5/25/2018

Application Deadline

until filled

Status

Internal/External

Pay Group

B17

MOS Codes

92, LS, 641X, 018, 0100, 0111, 3A1X1

Required ability to

- apply critical thinking to evaluate, analyze and interpret information;
- gather, assemble, correlate and analyze facts;
- devise solutions to problems;
- prepare concise reports;
- develop and evaluate policies and procedures;
- present complex data, policies, analyses, and recommendations in a clear, concise, and compelling manner;
- manage and coordinate multiple tasks and priorities in order to meet deadlines; and
- establish and maintain effective working relationships with management, team members, coworkers, and the public.

Qualifications

Graduation from high school or equivalent.

Additionally, this position requires:

- eighteen months experience providing administrative support.

Additionally, this position prefers:

- legislative experience;
- experience making travel arrangements;
- experience in the insurance industry; and
- bilingual in English and Spanish language skills (oral and written).

How to apply

Complete the State of Texas Application. Submit your application or questions to jobs@oiec.texas.gov. Visit 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:
92, LS, 641X, 018, 0100, 0111, 3A1X1
- Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

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.

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.