

**TEXAS BOARD OF PROFESSIONAL ENGINEERS
JOB VACANCY POSTING**

Functional/Working Title:	Receptionist
State Classification and Number:	Customer Service Representative II
Military Occupational Codes:	Air Force – 3A, 3M; Army – 15, 36, 42, 56, 68, 88, 89, 92 Coast Guard – Administrative, Support Services and Scientific; Marines – 01, 41, Navy – Administration, General Seamanship, Logistics
Salary and Salary Group:	\$2,500.00 per month – A 11
Years of Experience:	2 years
Division:	Operations
Review of Job Description & Responsibilities:	Annually
Immediate Supervisor’s Title:	Director of Operations
Job Posting No.:	460-JES-122017
Closing Date:	Open Until Filled

Only applicants who are interviewed will receive written notification of non-selection. During the interview process applicants are required to perform a computer exercise.

POSITION DESCRIPTION AND RESPONSIBILITIES

The Texas Board of Professional Engineers is a dynamic agency committed to principles of excellence and organizational development. The receptionist is the face of agency and is expected to have a high commitment to customer service, a positive attitude towards team members, to be punctual, reliable, and dependable, and to communicate professionally at all times. This position will report to the Director of Operations. The receptionist will perform necessary administrative functions in answering all agency incoming phone calls using a multi-line phone system. Must be willing to assist with the daily operations of the agency to include processing agency incoming/outgoing mail, document imaging, responding to or routing to appropriate department all incoming agency emails on a daily basis and data entry of relevant information using internal database. Must be skilled in the use of standard office equipment and software. The Receptionist will be required to observe all applicable agency policies and procedures, including adherence to established leave and attendance policies, safety rules and regulations in the use of state property. Hours of employment are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Applicants should clearly describe on their application how they meet the minimum qualifications for the position. Qualifications may be verified.

Receptionist minimum qualifications:

- Demonstrated ability to communicate professionally with the public in person, by telephone, email and/or regular correspondence, and fax or Internet.
- Experience in operating a multi-line phone system using professional phone etiquette.
- Experience with office practices such as typing, filing copying, routing emails and printing documents.
- Skills necessary to utilize standard office hardware and software which includes Microsoft Office and other related software.
- Ability to establish and maintain a professional working relationship with peers.
- Adaptability to performing other duties as assigned.

Preferred qualifications include knowledge and/or experience in:

- Routine data entry of information into databases and performing other general clerical services.
- Effective communication both oral and written.
- Bilingual English/Spanish is a plus.

EDUCATION

Graduation from a standard senior high school or equivalent is required. Must have a minimum of 2 years’ experience in the area of customer service, clerical or administrative support work; ; a minimum of one year experience working in an office environment is required. Experience and education may be substituted for one or the other.

EXPECTATIONS

Work is expected to be performed under moderate supervision with limited latitude for the use of initiative and independent judgment. Attends work on a regular and predictable schedule in accordance with agency leave policy.

Related Military and Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of codes provided above or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

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

OTHER

TBPE is an Equal Employment Opportunity Employer. The Board does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT NOTE TO ALL APPLICATIONS: Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

HOW TO APPLY

Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702. Applications that are incomplete and or hand-written, double-sided will not be considered. Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.