

HELEN FARABEE REGIONAL MHMR CENTERS
1000 Brook Street P. O. Box 8266 Wichita Falls, TX 76307-8266
940/397-3143

DATE: May 1, 2002

If you are qualified and wish to be considered for the following listed position(s), please contact the Human Resources Office, Texas Workforce Commission, or your local Mental Health Center.

VACANT POSITION	DEPARTMENT	POSITION NUMBER	CLASS NUMBER	MINIMUM SALARY	SHIFT
Administrative Tech II Wichita Falls	Administration	762	0152	\$9.93/hr – \$12.09/hr DOQ	8-5 M-F Generally

AGENCY MINIMUM QUALIFICATIONS:

Graduation from a standard senior high school or equivalent, including or supplemented by courses in business practices. Considerable knowledge of business terminology, spelling, punctuation, grammar, and office practices and procedures. Knowledge of the principles of office management. Must have valid Texas Drivers license and be insurable to drive Center vehicles. Computer skills i.e. word/excel.

PREFERRED QUALIFICATIONS:

ESSENTIAL TASKS/MARGINAL TASKS:

Types and edits correspondence, letters, memoranda and reports. Prepares, reviews and distributes correspondence, reports, forms and documents. Schedules meetings, notifies staff and records minutes for meetings of the Information and Oversight Committee which meets twice monthly. Maintains frequent contacts for Executive Director with public and private executives and other officials. Liaison to the Board of Trustees to include correspondence, scheduling meetings, preparation of agendas, and other documents necessary for proper execution of the duties and functions of the Board. Attends Board meetings; records official action and significant parts of discussion and prepares draft of minutes for review by Executive Director. Prepare notice of meetings in accordance with the Open Meetings Act, and assembles documents for use at meetings. Maintains administrative or other special records, and develops office form or procedures, as directed. Serves as an intermediary for the Executive Director in carrying out delegated administrative responsibilities.

GENERAL DESCRIPTION:

Incumbent performs responsible administrative secretarial work and delegated administrative tasks. Exercises independent judgment in prioritizing duties, projects, and other assignments based on interpretation of general policy and guidelines provided by supervisor. Work may require frequent contacts with people of prominence and public importance and the general public. Work is performed under general direction of the Executive Director, but requires considerable initiative and maturity of judgment. Reports directly to the Executive Director.

All employees must be able to participate in and successfully complete all required trainings within 60 days of employment and thereafter as required. Must have valid driver's license and be insurable to drive Center vehicles. Proof of personal injury protection (PIP) insurance may be required for some positions.

Pat Lincoln
Human Resources Clerk

AN EQUAL OPPORTUNITY EMPLOYER
 VETERAN'S PREFERENCE GRANTED
 DRUG FREE WORKPLACE