



**TEXAS STATE BOARD
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

www.tsbpa.texas.gov

505 E. Huntland Drive, Suite 380
Austin, Texas 78752-3757

P: (512) 305-7800

F: (512) 305-7854
(512) 305-7875

JOB VACANCY NOTICE

Job Posting No.	Number of Openings	Posting Date	Duration
507	1	07/01/2025	Until Filled
Job Title		State Classification (Salary Group)	
Administrative Assistant V		0158/A17	

Starting Salary

\$40,292.25 - \$44,322.00 per year (based on a 30-hour work week)

General Requirements

Hours worked weekly:	30	License or registration required:	No
Shift work required:	No	Job skills test required:	No
Travel required:	Yes	Agency Car Furnished:	Yes

Military Codes: Navy- PS, Coast Guard – PERS, Marine – 0100,0111,0170, Air Force – 3FSX1

Education, Experience, and Abilities Preferred

High School Diploma or GED Equivalency. Experience in mail distribution operations, preparing purchase specifications, purchase related documents, and maintenance of office copier equipment and mail operations equipment. Familiar with CAPPS-Purchasing and Receiving. Completion of the Basic Texas Purchaser class, a plus. Skill in use of personal computers with word processing and spreadsheet software preferred.

Job Description

Reports to the Administrative Services Manager.

Responsible for all incoming and outgoing mail operations: prepares and batches outgoing mail, receives, stamps, classifies, sorts and routes mail, maintains records on postage, registered mail and packages. Responsible for receiving and distributing deliveries to appropriate division. Assist in answering calls and direct them to the appropriate division. Responsible for greeting visitors and maintain accountability for visitors entering and leaving office. Assist staff, answer staff questions, and provide forms or supplies to staff. Retrieve supplies from an off-site storage area. Assist with facilities issues. Assists in various projects assigned.

Prepares various documents related to purchasing, communicates with vendors, inspects merchandise for quality and compliance with specifications.

Must be physically able to perform manual tasks as required such as lifting boxes (20 – 50 lbs.), moving furniture, and performing minor repairs and maintenance.

Operation of Agency vehicle: must have a clean driving record. Copy of driving record required.

Application information

To apply: Apply on workintexas.com or complete a State of Texas Application for Employment form. Email, fax, or mail the employment form and your personal resume to:

Personnel Division
Texas State Board of Public Accountancy
505 E. Huntland Drive, Suite 380
Austin, Texas 78752

FAX: (512) 305-7854 / www.workintexas.com / administration@tsbpa.texas.gov

NON SMOKING AGENCY

EEO EMPLOYER/AFFIRMATIVE ACTION EMPLOYER

The Board does not discriminate on the basis of race, color, national origin, sex, religion or disability in employment or its activities.

Any request for reasonable accommodation needed during the application process should be communicated by the applicant to Personnel.

Job 507 Adm Assist V