

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 22-0223

JOB TITLE: Staff Services Officer I

MONTHLY SALARY: \$4,333.34

POSTING DATE: November 17, 2021

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

WORKING TITLE: Office Administrator

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management is looking for a talented Office Administrator who will serve as the liaison for several functions. Such as: the Secretary of State open meeting submissions, property management, assist with travel, support SORM's Board of Directors, and administrative duties. The Office Administrator should understand the importance of workplace culture, have a strong sense of empathy and compassion, and strong attention to detail and confidentiality. The Office Administrator reports directly to the Director of Talent Management.

ESSENTIAL JOB FUNCTIONS

Serves as the agency's Office Administrator

Provides administrative and technical assistance to all departments under the direction of Director of Talent Management, as needed

Provides technical guidance and advice on administrative matters to all departments in the agency

Coordinates meetings, and other activities with agency divisions, and departments

May prepare and disseminate information concerning the agency and agency procedures

Serve as liaison to the Office of Secretary of State for open meeting submissions

Serve as liaison to the various administrative agencies (Texas Facilities Commission, Office of the Attorney General, etc), as needed

Assists with travel arrangements

Performs work in several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, and records and property management.

Order merchandise, supplies, and equipment in accordance with state and agency requirements.

Analyze internal processes and assist with recommending and implementing procedural or policy changes to improve operations.

Assist in maintaining equipment, materials, and supplies

Assists all divisions and departments in the agency

Order and coordinate retirement gifts for internal staff and Board of Directors

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent

Experience: Three years of general office, complex clerical or closely related experience

Knowledge of office practices and administrative procedures

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]

Skill in exercising sound judgment and effective decision making

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to arrange for personal transportation for business-related travel

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Education: Graduation from an accredited four-year college or university Bachelor's degree

Experience: Two years of experience in human resources operations

Experience: Two years of experience in administrative support

State of Texas Experience

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER