

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 26-0357

JOB TITLE: Executive Assistant III

MONTHLY SALARY: \$5888.50

POSTING DATE: 02/27/2026

LOCATION: 300 WEST 15TH STREET, 6TH FLOOR, AUSTIN 78714

WORKING TITLE: Executive Assistant

DEPENDING ON QUALIFICATIONS

DURATION: UNTIL FILLED

GENERAL DESCRIPTION

The State Office of Risk Management serves Texas by partnering with state agencies to protect their employees, programs, and operations. Through a strong commitment to customer service, we administer workers' compensation, insurance, and risk management programs to manage risk efficiently and responsibly.

The Executive Assistant performs highly complex administrative and executive support work. They will Provide direct support to the Executive Director and serve as the Liaison to the Board of Directors. Work involves coordinating executive schedules, preparing correspondence and reports, managing confidential information, and serving as liaison with internal and external stakeholders. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Level of Complexity of State Classification: Complex

Level of Supervision of State Classification: Works under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Provides advanced administrative support to executive leadership.
- Serves as liaison to the Board of Directors. Coordinates board meetings including agendas, meeting packets, minutes, and statutory postings.
- Manages executive calendars, schedules meetings, and coordinates travel arrangements.
- Prepares, drafts, edits, and reviews correspondence, memoranda, reports, and presentations.
- Serves as liaison between executive leadership and agency staff, state agencies, and other stakeholders.
- Tracks action items and ensures timely follow-up on executive priorities.
- Coordinates logistics for executive meetings, stakeholder meetings, and agency events.
- Maintains records and files in compliance with agency policies and records retention requirements.
- Handles confidential and sensitive information with discretion.
- Assists with special projects and strategic initiatives as assigned.
- 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

- Graduation from high school or equivalent
- Four- year of experience providing administrative support at an executive or senior level management
- State of Texas Experience
- Skill in effective oral and written communication
- 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 10%

PREFERRED QUALIFICATIONS

- Experience supporting senior leadership in Texas state government.
- Experience coordinating with legislative offices or regulatory agencies.
- Experience handling confidential or executive-level information.
- Graduation from an accredited four-year college or university.

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:

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Andrew Velasquez, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf

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