



TEXAS HOUSE OF REPRESENTATIVES

INTERNAL JOB POSTING

Office Manager

SUMMARY: Performs complex clerical and routine supervisory work which follows standardized procedures in the House Sergeant-at-Arms' office. All work is performed under the direct supervision of the House Sergeant-at-Arms.

ESSENTIAL JOB DUTIES:

- Assists in coordinating and managing the House Sergeant-at-Arms Office.
- Responsible for assigning work to employees, reviewing completed work for accuracy, and training employees.
- Responsible for the retrieval, confidentiality, record-keeping, and routing of important agency documents.
- Maintains records of work produced.
- Coordinates various office responsibilities, including flag program, page program, and messenger uniforms.
- Responsible for updating staff schedules and maintaining timesheets for department employees.
- Manages process for distributing materials approved by House Administration to members.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE: Graduation from high school or equivalent. Graduation from an accredited college is generally preferred. Education and experience may be substituted one for another.

KNOWLEDGE, SKILLS & ABILITIES: Skill in the use of computer, applicable software, and desktop applications. Ability to maintain supplies needed in the operation of the office. Should have experience in general office operations and procedures of the Sergeant's office. Should have experience in the operation of identification equipment, copiers, fax machines, and other related equipment. Ability to understand and follow oral and written instructions and to work under the pressures of time constraints and priority situations. General knowledge of state government policies and procedures preferred, but not required. Ability to interact on a professional level and work effectively with legislators, legislative staff, and the general public. Must be able to work in fast-paced and rapidly changing environment. Must be able to meet strict deadlines. Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

GENERAL SALARY INFORMATION:

SALARY RANGE: State salary group A14. Salary will be determined by experience and qualifications.
OPENING DATE: April 25, 2024
CLOSING DATE: Until Filled
APPLY TO: Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Employment application and resume may be mailed to:
Texas House of Representatives
Payroll/Personnel
PO Box 2910
Austin, Texas 78768

Employment application and resume may be emailed to:
House.personnel@house.texas.gov

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.