

## Job Vacancy Notice

Listing Number: TOB #21-03

Posting Date: November 30, 2021

Starting Full-Time Wage: \$3,081 @ 40 Hrs./Week

Closing Date: December 10, 2021

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Texas Optometry Board  
333 Guadalupe Street, Suite 2-420  
Austin, TX 78701-3942  
512-305-8500

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**Position Title: Staff Services Officer I**

**Classification Number: B17, 1550**

Work Address: Texas Optometry Board, 333 Guadalupe St., Ste. 2-420, Austin, TX 78701

Person to Contact: Kelly Parker, Executive Director, 512.305.8502.

### **JOB SUMMARY**

Performs routine (journey-level) staff services work with a primary focus on accounting duties. Work involves performing work in several staff services functions such as human resources, accounting, budgeting, legislative appropriations, purchasing, training and payroll. Other duties may involve assisting the licensing, renewal or enforcement divisions as needed. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS.**

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

Will assist with the management of the agency's budget, policies, and procedures.

Will be responsible for managing duties associated with the operating budget, quarterly financial reports to the Board, and legislative appropriation requests.

Will be responsible for answering questions regarding the agency's budget, funds and may make suggestions regarding same.

Will process purchase orders; coordinate and monitor expenditures; and maintain inventory.

Provides technical assistance to Director, section managers, and staff related to various staff services functions.

Prepares, edits, and distributes correspondence, reports, forms, and documents.

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

Other duties as assigned.

## **QUALIFICATIONS (Education, experience, knowledge and skills.)**

### **A. Minimum Qualifications.**

Experience in office administration and/or budget preparation work. Graduation from an accredited four-year college or university with major coursework in accounting, public or business administration, or a related field is generally preferred. Experience and education may be substituted for one another. Experience with accounting principles and procedures.

### **B. Preferred Qualifications.**

1. Prefer, two years full-time, wage-earning accounting, auditing, or statistical analysis experience.
2. Some experience with accounting principles and procedures; preference for governmental accounting experience (CAPPs-Financials, USAS, USPS & SPA).
3. Experience with Microsoft Office Suite applications such as Excel, Word and PowerPoint.
4. Excellent verbal and written communication skills.

### **C. Knowledge and Skills.**

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of governmental accounting principles and procedures preferred.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Knowledge of creating quarterly financial reports for Board approval.
6. Skill in coordinating activities, the use of a computer and applicable software, and critical thinking.
7. Ability to study and evaluate programs and propose recommendations, and to communicate effectively.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to analyze, consolidate, and interpret financial data.

## **ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION.**

A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.

## **MILITARY OCCUPATION CODES.**

Army: 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; Navy: AZ, 641X, LS, 741X CWO, MCMass, PS, RP, SN, YN, YNS; Coast Guard: 360, 018, YN; Marine Corps: 0100, 0102, 0111, 0170, 3372, 4430, 6046; Air Force: 3A1X1, 8A200

## **HOW TO APPLY.**

Submit an original signed State of Texas Application, cover letter and three professional references by e-mail (Kelly.parker@tob.texas.gov) or mail to the Texas Optometry Board, 333 Guadalupe Street, Suite 2-420, Austin, Texas, 78701. Resumes will not be accepted in lieu of a State of Texas Application. State applications are available at the Optometry Board's website: [www.tob.texas.gov](http://www.tob.texas.gov) Select the "Everyone" Quicklink. Applicants will be notified if selected for interview. If ADA accommodation(s) are needed, contact Vincent Piña (512-305-8503).

**An Equal Opportunity/Affirmative Action/ADA Employer  
Smoke Free Agency**