



<b>Position Title:</b>	<b>Region Office Support Staff</b>		
<b>Classification/Title/Salary Group:</b>	0154 / Administrative Assistant III / A13; 0156 / Admin Asst IV / A15; 0158 / Admin Asst V / A17; 0159 / Admin Asst VI / A19		<b>*Career Ladder Opportunity*</b>
<b>Monthly Salary:</b>	\$3,553.58 - \$4,603.58		
<b>Position Location:</b>	Pleasanton, TX	<b>FLSA Status:</b>	Non-Exempt
<b>Job Requisition #:</b>	00056818	<b>Closing Date:</b>	March 25, 2026

*Your Skills. Our Mission. Stronger Together at TAHC! Start your career at the Texas Animal Health Commission as we work together to protect the livestock industry. Whether you're looking to begin your career, apply your current skills and experience, or explore opportunities to innovate, we encourage you to apply! At TAHC, we promote a culture of teamwork, open communication, transparency, and a commitment to educating the public while safeguarding Texas livestock. Join us and make a difference—because protecting Texas agriculture starts with you!*

**General Description:**

Performs complex (journey-level) administrative support work. Serves as the Region Office Support Staff, reports to the Region Director, and is responsible for administrative support, general office duties, and data entry for the region. May assist with data entry backlogs in other areas of the state. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**Essential Duties:**

- Serves as point of contact for Region Office accepting phone calls and visitors accordingly.
- Provides and communicates routine information verbally and in writing to the public on agency programs and services.
- Processes incoming and outgoing mail and packages.
- Processes, reviews, and distributes documents for proper coding and competition.
- Performs data entry and retrieval of information using spreadsheet software and database systems.
- Reviews, codes, copies, and coordinates the distribution of numerous forms.
- Maintains electronic and hardcopy files, including recording information, updating paperwork, or maintaining documents, records, correspondence, or other material.
- Researches premise registrations, animal identifications, or ear tags as requested.
- Maintains inventory of office and field operations supplies.
- May coordinate meetings as requested.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Graduation from standard senior high school or GED.
- One (1) year general office experience, including data entry, the use of personal computer hardware and software, and other standard office equipment such as photocopiers, multi-line telephones, and fax machines.

**Preferred:** Experience in animal agriculture.

**Career Ladder:** This is a career ladder position. Newly hired administrative assistants will be hired at the Administrative Assistant III, A13, classification and pay. Duties and use of independent judgement may become more advanced as career ladder movement increases. Career Ladders have trainings and requirements that must be met for advancement. Steps are defined as follows:

- Administrative Assistant IV, A15



- Administrative Assistant V, A17
- Administrative Assistant VI, A19

**Note:** Occasional travel required, some overnight.

**Knowledge, Skills and Abilities:** Knowledge of general office practices and standard document filing systems. Skill in effective verbal and written communication skills; skill in word processing equivalent to at least 45 words per minute; skill in use of spreadsheet software (e.g., Excel), Internet, and e-mail. Ability to represent the agency in a professional manner; ability to perform detail work with accuracy and reasonable speed; ability to perform data entry duties with minimal errors; ability to learn and communicate agency regulations and procedures; ability to establish and maintain effective working relationships; Must maintain a reliable work schedule with consistent attendance and punctuality.

**IMPORTANT: The TAHC is an emergency response agency.** This position plays a key role in the agency's emergency management activities. As a first responder, this position is subject to participate in rotating temporary duty assignments away from the regular designated headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

**Other Requirements:** Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at current allowance rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

**How to Apply:** To submit your application for employment, click the link below, select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete job history (job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed). If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#)

[CAPPS JOB SEARCH](#)

***An Equal Opportunity Employer***

*The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.*