



## Job Description

### Intern Office Support Technician - Snyder Area Office - (2400361)

#### Position Information

Performs entry-level administrative support work. Work involves performing a wide range of administrative and office support work for the department. Employees at this level perform assignments following specific instructions and are subject to frequent review by the immediate supervisor.

For a complete list of our total compensation package please visit our website at: [Hidden Benefits](#)

Also, check out a few of our employees' testimonies of why they've chosen TxDOT: [Why we choose TxDOT](#)

To view benefits available to all State of Texas employees visit: Benefits at a Glance | ERS ([Benefits-at-a-Glance](#))

**Minimum Salary:** 18.00 **Maximum Salary:** 18.00 **Pay Basis:** Hourly

**FLSA Status:** Nonexempt

**Work Locations:**

111 N AVENUE V  
Snyder 79550

**Travel:** Yes, 25 % of the Time

**Shift:** Day Job

**Location Flexibility:** Onsite

#### Benefits and Perks

At TxDOT, we value employee work-life balance. In keeping with our commitment to this value, our employees benefit from a wide array of programs and activities that include:

- Low Turnover
- Retirement Pension
- Alternative Work Schedules
- Paid Leave/Holidays
- Health Premiums paid at 100% for full-time employees
- On the Job Training
- Tuition Assistance Program
- Comprehensive Wellness Program/Wellness Leave Incentives
- Career Development Programs/Opportunities for advancement

For a complete list of our total compensation package please visit our website at: [Total Compensation Package](#)

To view benefits available to all State of Texas employees visit: [Benefits at a Glance \(ERS.texas.gov\)](#)

#### Description

Performs entry-level administrative support work. Work involves performing a wide range of administrative and office support work for the department. Employees at this level perform assignments following specific instructions and are subject to frequent review by the immediate supervisor. Cannot exceed 20 hours per week.

#### Essential Duties:

- 00548: Answers the telephone, evaluates requests, answers questions, routes messages, and/or serves as receptionist or front desk assistant.
  - 01036: Assists in maintaining confidential information and records.
  - 01200: Assists in performing inventory of materials, supplies, and equipment.
  - 01298: Assists in processing routine documents such as vouchers, personnel records, titles or registrations.
  - 01751: Assists with general warehousing duties such as stocking and issuing materials and supplies, maintaining records, and maintaining warehouse areas.
  - 04256: Disseminates information to the public.
  - 05617: Maintains files, records, and logs.
  - 05681: Maintains radio contact with field units and others.
  - 05758: Makes copies and distributes as instructed.
  - 06607: Opens, sorts, and distributes mail.
  - 08451: Performs preliminary research on assignments and gathers pertinent data.
  - 08505: Performs routine word processing duties and conducts quality checks of documents created.
  - 11319: Runs errands as required.
  - 999999: Performs other job responsibilities as assigned.

## Qualifications

### Minimum Qualifications:

**Education:** Must be a student in high school or other educational institution or accepted into a college, university or educational institution.

### Other Conditions:

- Must be at least 16 years of age, a student currently enrolled in high school or any institution of higher education to include a trade/vocational school.
- Employees at least 18 years of age with valid driver's license may be assigned driving duties and may use power tools.

### Physical Requirements and Working Conditions:

- Subject to environmental conditions; protection from weather but not temperature changes
- Light work: Lift up to 20 lbs. at a time and frequently lift or carry objects up to 10 lbs.
- Sitting - prolonged periods of time
- Standing-prolonged periods of time
- Repetitive Motion-substantial movements of the wrists, hands, and/or fingers
- Close Visual Acuity-work includes data/figures; view a computer screen; extensive reading

### Conditions of Employment:

Please click this link to read the standard conditions of employment for all positions: [Standard Conditions of Employment \(TxDOT\)](#)

**Job School**

**Schedule** Part-time

**Employee Status** Temporary

**Job Type** Temporary Work

**Job Level** Non-Management

**Posting Date** Jan 29, 2024 **Unposting Date:** May 31, 2024

**State Job Title/s:** Clerk III **State Job Code/s:** 0059

### Military Occupational Specialty (MOS)

TxDOT is committed to hiring veterans. To assist in determining whether your military experience may pertain to the minimum requirements for this position, Military Occupational Specialty (MOS) codes from each branch

of the U.S. Armed Forces have been assigned to each state classification code/title where applicable. The MOS codes are grouped by occupational category.

To view the MOS codes please click on link below and click on the appropriate occupational category.

<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

## **Applicant Information**

**The Texas Department of Transportation is an Equal Opportunity/Affirmative Action Employer, and does not tolerate discrimination in the workplace. We are committed to a diverse and inclusive workplace. All employment is decided on the basis of qualifications, merit and business need.**

*If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Action of 1990.*

Please click this link to read the information for applicants: [Additional Applicant Information](#)

