



Job Description

Administrative Assistant I, II, III, IV - Denton County - (2503333)

Position Information

The Denton Area Office, in the Dallas District is seeking an Administrative Assistant I, II, III, or IV who is highly organized and detail-oriented to join our mission-driven team. This position plays a vital role in supporting the Area Office staff and ensuring the smooth operation of our fast-paced Area Office. Key responsibilities include coordinating meetings, managing critical documentation, assisting with travel arrangements, and facilitating day-to-day operations. The ideal candidate is a proactive communicator who thrives in a collaborative environment and is committed to excellence in administrative support. TxDOT offers a rewarding career path with excellent benefits and the opportunity to contribute to meaningful work that impacts communities in Denton County.

Position Title/Salary Grade/Range

Administrative Assistant I	A13: \$35,439.00 - \$52,388.00
Administrative Assistant II	A15: \$38,976.00 - \$58,045.00
Administrative Assistant III	A17: \$42,976.00 - \$64,469.00
Administrative Assistant IV	A19: \$48,244.00 - \$76,028.00

The Texas Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, and based on business needs.

Minimum Salary: 35,439.00 **Maximum Salary:** 76,028.00

Pay Basis Yearly **FLSA Status:** Nonexempt

Work Locations:
2624 W PRAIRIE
Denton 76201

Other Locations:

Travel Yes, 5 % of the Time

Shift: Day Job **Shift Details:** 40

Location Flexibility: Onsite

Benefits and Perks

At TxDOT, we value work-life balance and are committed to providing our employees with a comprehensive range of benefits and programs, including:

- Retirement Plans
- Alternative and/or Flexible Work Schedules
- Paid Leave and Holidays
- Health Premiums paid at 100% for Full-Time Employees

- On-the-Job Training
- Tuition Assistance Program
- Holistic Wellness Program with Leave Incentives
- Career Development and Advancement Opportunities
- Family-Friendly Policies and Programs

In 2024, TxDOT was recognized as a Best Place for Working Parents, and many of our offices statewide are also designated as Texas Mother-Friendly Worksites. These recognitions reflect our dedication to supporting families and promoting a healthy work-life balance.

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 \(texas.gov\)](#)

Position Description

Administrative Assistant I or II:

- Answers the telephone, evaluates requests, answers questions, routes messages, and/or serves as receptionist or front desk assistant.
- Conducts annual physical inventory; verifies inventory findings, reconciles and enters adjustments in computer system as needed.
- Maintains and updates office files/records/logs and suspense systems and a wide variety of automated systems in support of personnel, finance, budgeting, inventory, contracts, purchasing, and travel information.
- Prepares and distributes correspondence.
- Receives, sorts, opens, evaluates content, and distributes mail.
- Performs other job responsibilities as assigned.

Additional duties for Administrative Assistant II:

- Runs queries and reports in a variety of applications/systems.
- Maintains calendars for department personnel to include scheduling meetings, coordinating and making appointments, and travel arrangements.

Additional duties for Administrative Assistant III and IV Include:

- Reviews information going to the supervisor and highlights important matters; researches and provides additional information as needed; briefs supervisor on background information needed for meetings.
- Reviews, analyzes and evaluates program content in order to monitor and develop administrative policies and procedures and to identify problems and recommend solutions

Additional duties for Administrative Assistant IV Include:

- Coordinates front office operations to include responding to telephone calls, email, walk in customers, and routing messages.

Minimum Qualifications:

Education: Administrative Assistant I, II, III, or IV: High School Grad or Equivalent in general high school studies.

Experience:

Administrative Assistant I: No Experience Required

Administrative Assistant II: *1 YEAR administrative or clerical support, customer service, business operations, communications, informational, or related experience (Experience can be satisfied by fulltime or prorated parttime equivalent)

Administrative Assistant III: * 3 YEARS administrative or clerical support, customer service, business operations, communications, informational, or related experience. (Experience can be satisfied by fulltime or prorated parttime equivalent)

Administrative Assistant IV: * 4 YEARS administrative or clerical support, customer service, business operations, communications, informational, or related experience. (Experience can be satisfied by fulltime or prorated parttime equivalent)

Substitution:

College education and/or relevant technical training may be substituted for experience on a year per year basis.

Licenses and Certifications:

Valid driver's license. This position requires driving a state vehicle.

Competencies:

Administrative Assistant I or II:

- Applicable computer systems and applications
- Maintaining effective working relationships with others
- Administrative support practices and procedures to include writing, editing and report writing techniques, recording meeting notes, record keeping and records management
- Preparing and maintaining confidential and sensitive records, files, and reports
- Follow verbal and written instructions
- Protects sensitive and confidential information

Additional Competencies for Administrative Assistant II:

- Communicating technical information effectively

Additional Competencies for Administrative Assistant III:

- Applicable governmental laws, rules and regulations specific to area of responsibility for safeguarding information technology related systems.
- Inventory/Stock control procedures

Additional Competencies for Administrative Assistant IV:

- Coordinating and scheduling activities/resources
- Administrative support practices and procedures to include writing, ,editing and report writing techniques, recording meeting notes, record keeping and records management

Physical Requirements and Working Conditions:

Sedentary work: Lift up to 10 lbs at a time and occasionally carry files/small tools

Sitting - 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 read the [Standard Conditions of Employment \(TxDOT\)](#) for all positions.

Job Exec/Admin/Clerical/Legal

Schedule Full-time

Employee Status Regular

Job Type Standard

Job Level Non-Management

Posting Date Jan 7, 2026 **Unposting Date:** Jan 8, 2026

State Job Title/s: Administrative Assistant III/Administrative Assistant IV/Administrative Assistant V, Admin Asst VI **State Job Code/s:** 0154/0156/0158/0159

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.

Click on the appropriate occupational category to view the [MOS codes](#).

Applicant Information

The Texas Department of Transportation is an Equal Opportunity Employer.

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.

[Additional Applicant Information](#) for applicants

