



HUMAN RESOURCES, Texas Commission on Fire Protection  
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## JOB ANNOUNCEMENT

<b>Support Specialist (Administrative Assistant III)- COMPLIANCE DIVISION</b>	<b>GROUP/STEP A/13</b>	<b>JOB NO. 202611</b>
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**APPLICATION DATES:** April 8, 2026 - Posted until filled

**YEARLY SALARY:** \$50,000.00

**LOCATION:** Austin, Texas

**EXPECTED START DATE:** May 1, 2026

### JOB SUMMARY

The Texas Commission on Fire Protection seeks a dedicated and detail-oriented individual to join our compliance team. This role involves a combination of administrative, analytical, and project-based responsibilities requiring strong communication and organizational skills. The ideal candidate will have experience handling customer service tasks, managing information, and collaborating with diverse teams.

### ESSENTIAL JOB FUNCTIONS

- Perform database entry and maintain accurate records.
- Respond promptly to emails and phone inquiries.
- Travel up to 20% of the time to represent the department at public events.
- Review criteria and make decisions based on evolving guidelines.
- Collaborate with internal and external stakeholders on special projects.
- Track project progress, analyze, and prepare reports with findings and recommendations.
- Complete other duties as assigned.
- Must be able to commute to work on a regular basis.

### MINIMUM QUALIFICATIONS

- Proficiency in Microsoft Word, Excel, Adobe Acrobat, and PowerPoint.
- Ability to learn new software tools quickly.
- Experience providing customer service in a professional setting.
- Ability to commute as needed for meetings or events.
- Strong organizational and communication skills.

### PREFERRED QUALIFICATIONS

- Prior experience working for a state agency or governmental entity.
- Experience working with advanced software tools and industry-specific platforms.
- Demonstrated ability to manage multiple priorities in a fast-paced environment.

This posting is not intended to be a comprehensive description of the position but includes the overall functions.

### BENEFITS

- 100% health insurance covered by employer for employees through BCBS.
- Flexible work schedules during normal business hours and a possible hybrid work model.
- Paid holidays (approximately 21 a year).
- Employer-paid life insurance for employees.
- Optional discounted benefits such as dental, vision, accidental death and dismemberment, dependent coverage, additional life coverage, etc.
- Employee purchase discount program.
- Paid vacation and sick leave.
- Retirement annuity and participation in 401(k)/457 programs.

### APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to [hr@tcfp.texas.gov](mailto:hr@tcfp.texas.gov).\*

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)

**Important Note:** This position is a telecommuting position and is based in Texas. It requires an approved telecommuting agreement and is subject to periodically announced and unannounced visits by agency management.

*The Texas Commission on Fire Protection is an Equal Opportunity Employer*

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, sex, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.