Job Type: Part-Time positions with shifts between 8:30 am - 5:30 pm;
schedules include at least one weekend day and weekdays.
Location: Gift Shop in the Bullock Texas State History Museum
Posting Dates: June 10 - July 1, 2019
Hiring Rate: $11.50 / per hour

Organizational Overview:
The Texas State Preservation Board (TSPB) was established for the purpose of preserving, maintaining, and
restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that
time, the operations have expanded to include: maintenance of the Governor's Mansion, operating the Bullock
Texas State History Museum and the Texas State Cemetery. The TSPB provides educational programs centered
on Texas history, government and culture for the benefit of the citizens of Texas and its visitors.

Sales Associate Summary:
Sales Associates have a friendly and professional demeanor while providing superior and reliable customer service.
Associates engage customers offering timely and friendly greetings. They successfully promote and sell proprietary
and custom merchandise. They routinely provide sales floor and other customer assistance. Associates provide our
guests enjoyable shopping experiences while assisting with organizing, displaying and safeguarding retail
merchandise. Associates efficiently operate a point-of-sale system (POS), accurately counting change and
completing cash, check, purchase order, and credit card transactions as well as wrapping and bagging purchased
items. Due to the nature of often fast-paced work, Sales Associates must be able to stand for extended periods
while on the sales floor. *Work schedules and assignments may vary based on the Agency's needs including on
short notice. Stores are open up to 360 days-per-year and close daily at 5:00 pm. Must be able to lift up to 25 lbs. to
assist with stockroom maintenance, and have a friendly, welcoming and engaging personality.

Minimum Qualifications:
• A high school diploma.
• Customer service experience.
• Must be available to work some weekday hours, one weekend day, and some holidays.
• Must be able to lift up to 25 lbs. to assist with stockroom maintenance.
• Have a friendly, welcoming and engaging personality.

Preferred Qualifications:
• 1 year of retail or high volume customer service experience.
• 1 year of cash handling experience
• Experience working in a retail environment within a cultural institution.
• Fluency in a foreign language.
• Experience with the process of receiving merchandise.

Benefits:
• Free parking, free individual Museum membership
• Medical, Dental, Vision and other insurance options; defined benefit Pension plan; and 401K plan available.
• Working in an enjoyable setting

To Apply:
Submit a fully completed State of Texas application to the SPB by:
Email: TSPB.employment@tspb.texas.gov
Fax: (512) 463-3372
Mail: 201 E. 14th Street, Suite 950, Austin, TX, 78701

**As we are a state agency, a fully completed state application is required to be considered.**

For an application and additional information about our Agency and Gift Shops visit:

An Equal Employment Opportunity Employer
For consideration, applications must be received by the SPB by the close of business on the final day posted. Only candidates selected for an interview will be contacted.

State Job Title: Clerk I  
Classification: 0053  
Salary Group: A-05

VETERANS:
Military Occupational Specialty Codes (MOS):  
Army: 92Y Unit Supply Spec.; Navy: SH- Retail Operator & YN Yeoman; Coast Guard: SK Storekeeper; Marines: 0111 Administrative Specialist; Air Force: 3A1X1 Administration

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to www.texasskillstowork.com to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx.

EEO Statement:
The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, or Veteran status. In compliance with the Americans with Disabilities Act (ADAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 475-4992.

Selection Information:
At the 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. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

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