

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –
Information Technology

SALARY GROUP: A15

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Roberta Poehl DATE: 07/01/2014

POSITION #: 008122

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; and coordinating administrative support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs administrative support and technical assistance work for an agency program; prepares, interprets, and disseminates information concerning agency programs and procedures; coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and other documents; and develops and maintains record keeping and filing systems.
 - B. Assists in researching technical and policy issues; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
 - C. Coordinates work with other staff, departments, officials, agencies, organizations, and the public; coordinates meetings; and makes travel arrangements and prepares related documentation.
 - D. Reviews and processes requests for human resources actions; assists in the implementation of human resources policies and procedures; and performs time keeping for the department.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience to include one year computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Human resources experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to interpret and apply rules, regulations, policies, and procedures.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill in problem-solving techniques.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
9. Skill in the electronic transmission of communications.

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10. Skill to prepare and maintain complex records and files in an automated system.

11. Skill to type 45 words per minute (with no more than 10 errors).

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.