

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I -
Criminal Information Collection Specialist

SALARY GROUP: A09

DEPARTMENT: Office of the Inspector General

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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: Chris Stallings DATE: 11/21/2012

POSITION #: 017101

I. JOB SUMMARY

Performs entry-level administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Monitors offender-initiated telephone calls to detect rule violations and violations of criminal law; monitors and reviews written and electronic communications regarding inmate trust fund financial transactions; and assists in preparing, editing, and distributing correspondence, reports, and forms and documentation of information gathered for further analysis and criminal investigation.
 - B. Performs data entry, retrieval, and data searches; assists in compiling data for charts, graphs, databases, summaries, and reports; reviews documents for completeness and accuracy; and maintains files and records.
 - C. Receives, reviews, and distributes mail; and responds to requests for assistance from other departments within the agency, other governmental agencies, and various law enforcement agencies.
 - D. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * 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. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning clerical or secretarial experience. Thirty semester hours 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) or one year of military service may be substituted for each year of experience on a year-for-year basis.
3. Report writing experience preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.state.tx.us/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of office practices and administrative procedures.
2. Knowledge of spelling, punctuation, and grammar.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes to include those relevant to confidentiality of information preferred.
4. Knowledge of agency and departmental organizational structure, policies, and procedures preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill in the electronic transmission of communications.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to maintain the confidentiality of highly sensitive and restricted law enforcement information and techniques.
13. Skill to identify and report behavior, language, and characteristic patterns which may indicate methods of operation that require further review or investigation.
14. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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, 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, calculator, copier, fax machine, telephone, and automobile.