

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –  
Use of Force

SALARY GROUP: A15

DEPARTMENT: Administrative Review and Risk Management

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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: Oscar Mendoza DATE: 02/11/2014

POSITION #: 019029

**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 technical assistance work in the Use of Force program for regional and unit staff; coordinates work between organizational units of the agency; provides liaison between local, state, and federal agencies, and private organizations; and prepares, interprets, and disseminates information on agency programs and services.
  - B. Develops administrative and technical policies and procedures; responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures; assists in researching technical and policy issues; and assists in the implementation of program planning.
  - C. Prepares correspondence, reports, studies, forms, and other documents; compiles and enters data, makes calculations, and prepares reports; and develops and maintains filing, record keeping, and records management systems to include automated systems.
  - D. Conducts reviews of Major Use of Force reports for adherence to the Use of Force Plan and other policies and procedures and reports policy violations and documentation deficiencies.
- \* 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 Criminal Justice 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, technical program support, or criminal justice experience.
3. Correctional unit operations 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 communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in problem-solving techniques.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to plan work in order to meet established guidelines.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.

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12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs 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, climb stairs and ladders, 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.