

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Maintenance Office Administrator

SALARY GROUP: A15

DEPARTMENT: Facilities Division

Page 1 of 3

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: Thomas L. Vian DATE: 07/12/2013

POSITION #: 022319

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 advanced technical assistance work; requisitions and tracks merchandise, supplies, parts, and equipment necessary for unit maintenance and construction activities; maintains perpetual inventory control of materials and supplies using automated systems; and develops and maintains automated records of labor and material used in maintenance and construction activities.
 - B. Coordinates the preparation, editing, and distribution of correspondence, reports, studies, and forms; and audits field operating reports, invoices, requisitions, purchase orders, work orders, and other documents.
 - C. Coordinates maintenance and construction work between staff and departments of the agency; and confers with staff on maintenance and construction program problems.
 - D. Trains and supervises offenders in administrative support procedures used in unit maintenance and construction programs.
 - E. Assists in maintaining the security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Maintenance Office Administrator

SALARY GROUP: A15

DEPARTMENT: Facilities Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning clerical, secretarial, administrative support, technical program support, or public administration 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) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Two years full-time, wage-earning maintenance, maintenance administration, construction, construction administration, materials and inventory control, or warehouse operations experience.
4. Facilities maintenance experience preferred.
5. Experience in the supervision of employees or offenders preferred.

B. Knowledge and Skills

1. Knowledge of office practices and administrative procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Maintenance Office Administrator

SALARY GROUP: A15

DEPARTMENT: Facilities Division

Page 3 of 3

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

10. Skill to plan work in order to meet established guidelines.

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.