

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -  
Facilities Resources Assistant

SALARY GROUP: A11

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: Melinda Brewer DATE: 10/25/2016

POSITION #: 022372

**I. JOB SUMMARY**

Performs routine administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares, edits, reviews, and distributes correspondence, reports, studies, forms, and other documents pertaining to requests of TDCJ facility blue prints; performs complex typing and word processing; and prepares and disseminates information concerning agency programs and services.
  - B. Assists in the development of administrative and technical assistance policies and procedures; and responds to inquiries regarding rules, regulations, policies, and procedures.
  - C. Monitors feeding and printing process; and examines print requests to determine details such as quantity to be printed, time line, and distribution.
  - D. Maintains filing and record keeping systems; and maintains and monitors inventory of paper, toner, and miscellaneous supplies required to perform print room functions.
  - E. Assists in planning meetings and conferences; and reviews and distributes mail.
- \* 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 II -  
Facilities Resources Assistant

SALARY GROUP: A11

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, or technical program support experience to include two years computer operations. 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. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs 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 to plan work in order to meet established guidelines.
7. Skill to prepare and maintain accurate records, files, and reports.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
10. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -  
Facilities Resources Assistant

SALARY GROUP: A11

DEPARTMENT: Facilities Division

Page 3 of 3

**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, work from a standing or sitting position, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 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, dolly, telephone, and automobile.