

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Data Systems Coordinator

SALARY GROUP: A15

DEPARTMENT: Facilities 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: Clyde Armstrong DATE: 03/05/2014

POSITION #: 022378

**I. JOB SUMMARY**

Performs advanced administrative support and technical program assistance work in facilities maintenance and construction. 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 for an agency program; performs data collection, processing, and distribution; and assists in the implementation of program planning.
  - B. Compiles and edits data, makes calculations, and prepares reports; coordinates the preparation, editing, and distribution of correspondence, forms, and other work order control documents; and maintains an inventory control system.
  - C. Develops and maintains record keeping and filing systems to include automated information systems; performs data entry and retrieval of warehouse documentation; and posts information to agency records.
  - D. Requisitions material and supplies for construction activities; coordinates delivery and pick up of equipment and merchandise; and coordinates equipment maintenance and repair.
- \* 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, technical program support, or public administration experience.
3. Facility maintenance or construction experience preferred.

**B. Knowledge and Skills**

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

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11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to review technical data and prepare technical reports.
13. 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, 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.