

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT V -
Major Work Requests

SALARY GROUP: A17

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: Melinda Brewer DATE: 03/16/2016

POSITION #: 022491

I. JOB SUMMARY

Performs highly advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates the planning and execution of major work request processes and ensures the accurate documentation, work assignment, and job authorization of projects; and evaluates administrative and work request processes and procedures, identifies deficiencies, and makes recommendations for improvement.
 - B. Prepares, interprets, evaluates, and disseminates information on major work requests; and ensures appropriate signatures, scope, and estimates are provided within established time parameters for review and approval by management.
 - C. Coordinates and maintains a centralized work request database, assigns tracking numbers, and maintains a suspense system for document processing and record keeping; monitors the process of work requests; and maintains a complex records management system to include an automated information system.
 - D. Coordinates the preparation, editing, and distribution of reports, forms, and other documents to include received, authorization, cancellation, and on-hold letters; organizes and prepares Facility Review Board (FRB) agendas and FRB approval forms; generates periodic project status reports; and assists in the collection, organization, and preparation of materials in response to requests for program information.
 - E. Supervises the work of others; and provides training and assistance in the work requests processes.
- * 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, Industrial Technology, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning public administration, technical program support, or program administration experience.
3. Experience in the supervision of employees preferred.
4. Construction administration or facilities maintenance experience preferred.
5. Correctional unit operations experience preferred.

B. Knowledge and Skills

1. Knowledge of construction techniques and practices.
2. Knowledge of local, state, and federal laws, rules, regulations, and statutes related to construction.
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.

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9. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to review technical data and prepare technical reports.
12. Skill to supervise the work of others.

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.