

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE ASSISTANT I -
Manufacturing and Logistics

SALARY GROUP: B17

DEPARTMENT: Manufacturing and Logistics

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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: Bobby Lumpkin DATE: 06/26/2014

POSITION #: 024386

I. JOB SUMMARY

Performs complex professional assistance work for the Manufacturing and Logistics Director. Work involves coordinating high level administrative operations of the division. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides administrative and technical assistance to an agency executive; reviews administrative practices and assists in formulating policies to improve services provided by the agency; assists in planning and preparing complex reports; and advises agency executive on administrative matters.
 - B. Establishes and maintains liaison with other departments, divisions, agencies, organizations, legislators, staff, and the public; and interprets and responds to requests for information.
 - C. Communicates administrative procedures, standards, and methods; assists in preparing and maintaining manuals and publications; assists in budget preparation; and establishes and coordinates record keeping and filing systems.
 - D. Plans and schedules meetings and conferences and prepares agendas; and makes travel arrangements and prepares related documentation.
 - E. Provides assistance to support staff.
- * 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, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning secretarial, administrative support, or technical program support experience.
3. Two years full-time, wage-earning computer operations experience.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
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 administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to establish goals and objectives.
10. Skill to develop and evaluate administrative policies and procedures.

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11. Skill to review technical data and prepare technical reports.
12. Skill to plan and coordinate meetings.
13. Skill in electronic transmission of communications.
14. Skill to prepare and maintain accurate records, files, and reports.
15. Skill to type 45 words per minute (with no more than 10 errors) required; 55 words per minute 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, 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.