

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Fleet Operations

SALARY GROUP: A13

DEPARTMENT: Transportation and Supply

Page 1 of 2

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: 03/23/2015

POSITION #: 024391

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Performs technical program support work for fleet operations; prepares, edits, and distributes correspondence, reports, forms, and documents; compiles and enters data, makes calculations, and prepares reports; and prepares and disseminates information regarding fleet operations.
- B. Coordinates work between organizational units of the agency; responds to inquiries regarding rules, regulations, policies, and procedures; and maintains filing, record keeping and records management systems to include automated information systems.
- C. Assists in the development of administrative and technical assistance policies and procedures; assists in reviewing and seeking solutions to problems; and participates in the planning and execution of fleet operations program activities.
- D. Trains and supervises offenders in performing office procedures.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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 one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience to include computer operations.

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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 in problem-solving techniques.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill in the electronic transmission of communications.
10. Skill to review technical data and prepare technical reports.

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.