

**EXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT V –  
Motor Pool

SALARY GROUP: A17

DEPARTMENT: Transportation and Supply

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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: C. F. Hazlewood, Jr. DATE: 8/9/2010

POSITION #: 024417

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Inspects and test drives vehicles and equipment to determine needed repairs; estimates work hours and materials required for projects; coordinates work between organizational units of the agency to include scheduling preventative maintenance and minor repairs and wrecker service; and inspects and tests completed work.
  - B. Assists in the preparation of specifications for the procurement of equipment and parts; develops administrative and technical assistance policies and procedures; and responds to inquiries regarding motor pool operations.
  - C. Prepares correspondence, reports, studies, forms, and documents; compiles and analyzes data, makes calculations, and prepares reports; and develops, coordinates, and maintains record keeping and filing systems.
  - D. Trains and supervises staff and offenders; and provides technical assistance in the program area.
  - E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.
- \* 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. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning experience in fleet management to include maintenance or repair of vehicles.
3. Two years full-time, wage-earning customer service experience within an automotive operation.
4. Experience in a motor pool operation preferred.
5. Experience in correctional custody or law enforcement preferred.
6. Experience in the supervision of employees preferred.

**B. Knowledge and Skills**

1. Knowledge of methods and procedures for the maintenance and repair of vehicles.
2. Knowledge of quality control procedures and techniques.
3. Knowledge of safety methods related to maintenance and repair of vehicles.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to inspect, test drive, and identify needed vehicle repairs.
8. Skill in the use of tools and equipment utilized in the maintenance and repair of vehicles.
9. Skill in problem-solving techniques.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to train and supervise employees and offenders.

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**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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, 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, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, silica, asbestos, vibration, slippery or uneven walking surfaces, 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, tire changing machine, tire balancing machine, impact tools, vehicle lift, telephone, and automobile.