

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III –  
Field Services Coordinator-Huntsville

SALARY GROUP: A13

DEPARTMENT: Classification and Records

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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: Joni M. White

DATE: 03/22/2013

POSITION #: 029009

**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. Participates in the planning and execution of an agency program; performs technical program support work; assists in the development of administrative and technical assistance policies and procedures; and assists in reviewing and seeking solutions to problems.
  - B. Prepares and disseminates information on agency programs and procedures; prepares and distributes correspondence, reports, studies, forms, and documents; performs complex word processing; compiles and enters data, makes calculations, and prepares reports; and maintains record keeping and filing systems.
  - C. Reviews offender parole and discharge list to identify sex offenders and special needs offenders; assists sex offenders in sex offender registration; issues pre-packaged medication with instructions to special needs offenders; and coordinates the release of special needs offenders and arranges transportation and assist in the transport of offenders to the appropriate destination.
  - D. Provides liaison with program staff; coordinates work between organizational units of the agency; and responds to inquiries regarding rules, regulations, policies, and procedures.
  - E. Provides technical assistance and training in the program area.
- \* 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, Criminal Justice, a Behavioral Science, 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 criminal justice experience.
3. Case management, offender classification, correctional custody, or law enforcement experience preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of specialized agency computer system programs and screens preferred.
3. Knowledge of PULHES system, disciplinary codes, and time earning status preferred.
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 interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to review technical data and prepare technical reports.

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11. Skill to prepare and maintain accurate records, files, and reports.

12. Skill to train 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, climb stairs, 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, 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, wheelchair, telephone, and automobile.