

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -  
Field Coordinator - Gatesville

SALARY GROUP: A11

DEPARTMENT: Classification And Records

Page 1 of 3

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 White DATE: 07/08/2014

POSITION #: 029082

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates work with agency security staff, health services, offender families, the Board of Pardons and Paroles, and other governmental agencies and entities involved in the offender release process; and assists in the planning and execution of an agency program.
  - B. Assists offenders with sex offender registration; issues pre-packaged medication with instructions to special needs offenders prior to release; and arranges and assists in transporting special needs offenders to appropriate destination.
  - C. Prepares and distributes correspondence, records, and forms to include pre-planning lists with release dates; assists in compiling and entering data for charts, graphs, databases, summaries, and reports to include periodic statistical reports; maintains filing and record keeping systems for program logs, records, reports, and other documents; and responds to inquiries regarding rules, regulations, policies, and procedures.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -  
Field Coordinator - Gatesville

SALARY GROUP: A11

DEPARTMENT: Classification And Records

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited high school or equivalent or GED.
2. Four years full-time, wage-earning clerical, secretarial, administrative support, technical program support, or criminal justice experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or the by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis with a maximum substitution of two years.
3. Computer operations experience preferred.
4. Offender classification 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 warning 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 the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill to review technical data and prepare technical reports.
11. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -  
Field Coordinator - Gatesville

SALARY GROUP: A11

DEPARTMENT: Classification And Records

Page 3 of 3

**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, telephone, wheelchair, and automobile.