

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -
Count Room

SALARY GROUP: A11

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 White DATE: 01/29/2014

POSITION #: 029105

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. Organizes, assigns, and reviews unit count room activities to include unit absentee tracking procedures; assigns offender housing in compliance with legal, medical, and custody requirements; reviews housing and job assignment records to determine compliance with Lamar and Health Summary for Classification (HSM-18) restrictions; makes approved adjustments to comply with mandates; and maintains classification committee records.
 - B. Coordinates with security staff to ensure accuracy of the count process and appropriate offender housing assignments; assists in resolving errors or conflicts; and ensures accurate maintenance of the count room board display.
 - C. Assists in performing data entry for the preparation and maintenance of accurate count room records and the verification of information related to the unit strength and count to include additions, deletions, housing assignments, custody status, job assignments, medical status, absences, and lay-ins.
 - D. Responds to routine inquiries regarding count room rules, regulations, policies, procedures, records, and reports; assists in the development of unit count room policies and procedures; and makes recommendations for improvements.
 - E. Organizes, assigns, and reviews the work of others; and assists in training and providing technical assistance to others.
- * 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. Three 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 by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Correctional unit operations experience preferred.
4. Computer operations experience preferred.
5. Offender classification experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of unit count room procedures preferred.
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 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 prepare and maintain accurate records, files, and reports.
10. Skill to plan work in order to meet established guidelines.
11. Skill to plan, organize, and assign the work of others.

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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, 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.