

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Intake Interviewer

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 White DATE: 04/23/2012

POSITION #: 029137

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Performs technical support work for an agency program; conducts interviews with newly received offenders to obtain criminal and social history background information; and prepares intake processing paperwork.
 - B. Prepares, edits, and distributes correspondence, reports, studies, forms, and documents; and compiles and enters data for charts, graphs, databases, summaries, and reports.
 - C. Prepares and disseminates information concerning agency programs and procedures; and responds to inquiries regarding rules, regulations, policies, and procedures.
 - D. Assists in the development of administrative and technical assistance policies and procedures; and assists in reviewing and seeking solutions to problems.
- * 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 clerical, secretarial, administrative support, or technical program support experience.
3. One year full-time, wage-earning computer operations experience.
4. Criminal justice experience preferred.
5. Case processing, report writing, or interviewing experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency intake procedures preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to review technical data and prepare technical reports.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to interpret and apply rules, regulations, policies, and procedures.

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10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to type 45 words per minute (with no more than 10 errors).
12. Skill to interpret and translate Spanish to English and English to Spanish preferred.

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 15-44 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, dictation equipment, microfilm equipment, camera, VCR, CRT, and automobile.