

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: STAFF SERVICES OFFICER I -  
Processing Officer

SALARY GROUP: B17

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: 02/25/2013

POSITION #: 029156

**I. JOB SUMMARY**

Performs routine staff services work. Work involves planning, directing, and coordinating staff services functions; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, directs, and coordinates the work of sociologists and intake coordinators; screens and interviews newly received offenders and prepares classification documentation; schedules sociology interviews; and prepares admission summaries and other related documentation.
  - B. Analyzes internal processes and recommends and implements procedural and policy changes to improve operations; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
  - C. Provides liaison with program staff, organizational units of the agency, and other organizations and agencies to include local, state, and federal law enforcement agencies regarding the behavior and adjustment of offenders.
  - D. Supervises program support staff; and provides training and technical assistance.
- \* 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, Psychology, Sociology, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning criminal justice experience.
3. One year full-time, wage-earning computer operations experience.
4. Case processing, report writing, or interviewing experience preferred.
5. Experience in the supervision of employees preferred.

Applicants must meet the Texas Law Enforcement Telecommunications System (TLETS) access eligibility criteria as contained in the FBI Criminal Justice Information Systems Security Policy.

Must maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency intake procedures 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.

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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.
11. Skill to conduct interviews.
12. Skill to train and supervise others.
13. Skill to type 45 words per minute (with no more than 10 errors) preferred.
14. Skill to interpret and translate English to Spanish and Spanish to English 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, dictating equipment, microfilm equipment, telephone, and automobile.