

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –
Intake Coordinator

SALARY GROUP: A15

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: 05/22/2012

POSITION #: 029177

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced technical program assistance work for an agency program; prepares and disseminates information concerning agency programs and procedures; and coordinates work between organizational units of the agency.
 - B. Develops administrative and technical assistance policies and procedures; responds to inquiries regarding technical program and administrative regulations, policies, and procedures; researches technical and policy issues; and participates in program planning and execution.
 - C. Coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and other documents; compiles and edits data, makes calculations, and prepares summaries and reports; and develops and maintains filing, record keeping, and records management systems.
 - D. Screens offenders and schedules diagnostic interviews.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
 - F. Trains and supervises the work of 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. 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 Criminal Justice, a Behavioral Science, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two 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.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.state.tx.us/vacancy/hr-home/tletseligibility.html>

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.

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7. Skill to review technical data and prepare technical reports.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill in the electronic transmission of communications.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to train and supervise employees.
12. Skill to type 45 words per minute (with no more than 10 errors) preferred.
13. 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, and automobile.