

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
State Classification Committee Assistant

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: 03/22/2012

POSITION #: 029252

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Performs advanced technical assistance work for the State Classification Committee; prepares, interprets, and disseminates information concerning agency programs and procedures; coordinates work between organizational units of the agency; and provides liaison with program staff, other departments, agencies, organizations, officials, and the public.
  - B. Provides information for determination of parole in absentia eligibility; responds to requests, correspondence, and inquiries from offenders, staff, other agencies, and the public regarding offender time, civil law suits, and program and administrative rules, regulations, policies, and procedures; and makes court appearances and testifies at hearings related to Classification and Records.
  - C. Prepares, edits, and distributes correspondence, reports, studies, forms, and other documents; compiles and analyzes data, makes calculations, and prepares reports to include offender time audits; and assists in the completion of special projects.
  - D. Coordinates activities and provides technical assistance in the program area; and develops and maintains filing, record keeping, and records management systems.
- \* 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, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning criminal justice experience.
3. One year full-time, wage-earning computer operations experience.
4. Offender classification experience preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
7. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
8. Skill in the electronic transmission of communications.
9. Skill in problem-solving techniques.
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.

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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.