

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -  
Transfer

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: 09/05/2012

POSITION #: 029311

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Prepares and disseminates information concerning the transfer of offenders between programs and facilities; and identifies special needs transportation due to high-risk status, enemies, or mental or medical status of offenders.
- B. Prepares, edits, and distributes correspondence, reports, studies, forms, and documents; assists in reviewing, researching, compiling, and editing transfer referrals; performs data entry, retrieval, and data searches; resolves discrepancies in data entry information; and performs word processing.
- C. Responds to inquiries regarding rules, regulations, policies, and procedures; assists in the development of administrative and technical assistance policies and procedures; and maintains filing and record keeping systems.
- D. Reviews the work of others and ensure records are accurate and complete; and trains and provides 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. Four years full-time, wage-earning clerical, secretarial, administrative support, or technical program support 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.
3. Criminal justice experience preferred.
4. Computer operations experience preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of agency facilities and classification terminology preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to perform data entry.
5. Skill to research, compile, and organize data and present information.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to train others.
13. Skill to type 45 words per minute (with no more than 10 errors) 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 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.