

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Administrative Support

SALARY GROUP: A13

DEPARTMENT: Health Services Division

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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: Chris Black-Edwards, RN DATE: 03/19/2012

POSITION #: 030200

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. Participates in the planning and execution of administrative projects; coordinates work between organizational units of the agency; and assists in the development of administrative and technical assistance policies and procedures and in analyzing and seeking solutions to problems.
- B. Prepares and disseminates information concerning programs and procedures; prepares, edits, and distributes correspondence, reports, studies, forms, and other documents; responds to inquiries regarding rules, regulations, policies, and procedures; and performs complex word processing.
- C. Maintains filing, record keeping, and records management systems to include automated information systems; compiles and enters data for charts, graphs, databases and summaries and makes calculations; and assists in the preparation of presentations.
- D. Assists in researching, developing, and revising agency publications, forms, manuals, and reports; attends meetings, takes notes, prepares minutes, and distributes related information; and functions as liaison between the supervisor and other agency staff, officials, and the public.

* 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. Five years full-time, wage-earning experience in clerical, secretarial, administrative support, or technical program support work. 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 for a maximum substitution of two years.
3. Three years full-time, wage-earning experience in computer operations.

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 in the use of computers and related equipment in a stand-alone or local area network environment.
4. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
5. Skill in researching, compiling, organizing, and presenting information and statistics.
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 prepare and maintain accurate records, files, and reports.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to type 45 words per minute (with no more than 10 errors).

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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, 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.