

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Health Services

SALARY GROUP: A15

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: G. Crippen, RN, MSN PhD. DATE: 04/20/2012

POSITION #: 030259

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 complex technical assistance work for an agency program; compiles, verifies, and edits data for charts, graphs, databases, summaries, and reports; prepares and distributes various health services audit reports; and coordinates the review of corrective action responses.
 - B. Prepares, interprets, and disseminates information concerning program activities and procedures; assists in researching technical issues; develops administrative and technical assistance policies and procedures; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
 - C. Coordinates the preparation, editing, and distribution of correspondence, studies, forms, and other documents; prepares and monitors the preparation of health care quality audit reports, ensuring accuracy; and develops and maintains filing, record keeping, and records management systems to include automated information systems.
 - D. Schedules and coordinates meetings and conferences; makes travel arrangements and prepares related documents; and prepares agendas, attends meetings, and takes minutes.
 - E. Supervises the work of others; and provides training and technical assistance to health services support staff.
- * 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, Health Care 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 clerical, secretarial, administrative support, or technical program support experience.
3. Training experience preferred.
4. Computer operations experience preferred.
5. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of office practices and administrative procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to research, compile, organize, and present information and statistics.
8. Skill to review technical data and prepare technical reports.
9. Skill to prepare and maintain complex records and files in an automated system.

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10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to type 45 words per minute (with no more than 10 errors).
13. Skill to train and supervise employees.

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.