

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE ASSISTANT III -
Executive Director's Office

SALARY GROUP: B21

DEPARTMENT: Executive Administration

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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: Bryan Collier DATE: 10/13/2016

POSITION #: 032239

I. JOB SUMMARY

Performs highly advanced professional assistance work for the Executive Director. Work involves overseeing high-level administrative operations of the agency; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides administrative and technical assistance; oversees the review and evaluation of administrative practices and formulates policies to improve services provided by the agency; develops, reviews, and communicates administrative procedures, standards, and methods; and provides technical guidance and direction on administrative matters to agency executives, management, and other staff.
 - B. Plans, prepares, and oversees the preparation of correspondence, reports, studies, forms, and other documents; oversees the preparation of manuals and publications; prepares, interprets, and disseminates information related to agency programs, policies, and operations; and assists in budget preparation.
 - C. Establishes and maintains liaison between the Executive Director and agency staff, other agencies and organizations, legislators, and the public.
 - D. Plans, organizes, and schedules meetings and conferences; prepares agendas and related documentation; and establishes and coordinates record keeping and filing systems.
 - E. Plans, assigns, 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 Business Administration, Criminal Justice, or a related field preferred. Each additional year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning secretarial, administrative support, or technical program support experience to include two years computer operations.
3. One year full-time, wage-earning experience in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of local, state, and federal laws and regulations relevant to criminal justice and corrections.
3. Knowledge of agency and departmental organization structure, policies, procedures, rules, and regulations preferred.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill to review technical data and prepare technical reports.
9. Skill in public address.
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 plan, assign, and supervise the work of others.

12. Skill to type 45 words per minute (with no more than 10 errors) required; 55 words per minute 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, 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, calculator, copier, fax machine, telephone, dolly, and automobile.