

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III –
Assistant to Regional Director

SALARY GROUP: A13

DEPARTMENT: Correctional Institutions 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: R.C. Thaler

DATE: 07/21/2011

POSITION #: 033144

I. JOB SUMMARY

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

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 documents; responds to inquiries regarding rules, regulations, policies, and procedures; and performs word processing.
 - C. Coordinates and maintains record keeping and filing systems to include automated information systems; assists in compiling data, making calculations, and preparing administrative and statistical reports; and assists in the preparation of presentations.
 - D. Assists in researching, developing, or revising agency publications; attends meetings, takes notes, prepares minutes, and distributes related information; schedules appointments; makes travel arrangements; and functions as liaison between the supervisor and other agency staff, officials, and the public.
 - E. Trains 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, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience to include computer operations.
3. Human resources experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and 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 in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to type 45 words per minute (with no more than 10 errors).
10. Skill to prepare and maintain accurate records, files, and reports.

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11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

12. 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, 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.