

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Security Operations

SALARY GROUP: A13

DEPARTMENT: Security Operations

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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: Tony O'Hare DATE: 02/18/2015

POSITION #: 033160

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 an agency program; coordinates work between agency departments; assists in the development of administrative and technical assistance policies and procedures; and reviews and seeks solutions to problems.
 - B. Prepares and disseminates information concerning agency programs and operations; prepares, edits, and distributes correspondence, reports, studies, forms, and other documents; responds to inquiries regarding rules, regulations, policies, and procedures; and performs complex typing and word processing.
 - C. Compiles and enters data, makes calculations, and prepares administrative and statistical reports; researches, composes, designs, and edits agency publications to include brochures, forms, and manuals; and maintains filing, record keeping, and records management systems to include automated information systems.
 - D. Assists in the preparation of presentations for administrative and executive meetings; and attends meetings, takes notes, prepares minutes for supervisor's review, and distributes related information.
 - E. Provides assistance answering telephone calls; schedules and coordinates appointments, interviews, and conferences; makes travel arrangements and reservations; and provides liaison with agency staff, other agencies, and private organizations.
- * 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, 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, technical program support, or criminal justice experience.
3. One year full-time, wage-earning computer operations experience.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs 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 in the use of computers and related equipment in a stand-alone or local area network environment.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the electronic transmission of communications.
9. Skill to review technical data and prepare technical reports.

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10. Skill to prepare and maintain complex records and files in an automated system.
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) 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.