

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I –  
Administrative Post Office

SALARY GROUP: A09

DEPARTMENT: Mail Systems Coordinators Panel

Page 1 of 2

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: Thomas Prasifka DATE: 11/07/2012

POSITION #: 033321

**I. JOB SUMMARY**

Performs entry level administrative support and technical program work. Work involves handling agency mail, maintaining filing systems, and performing administrative support duties. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Processes incoming and outgoing first class mail for the administrative offices and local satellite points; processes truck mail and Austin mail at a central clearing point for the agency; and picks up and delivers mail to local agency offices.
  - B. Prepares paper work for parcels and special services mail for the United Postal Service (UPS), United States Post Office (USPO), Federal Express, Airborne, and other delivery companies; and tracks mail and packages utilizing automated information systems.
  - C. Assists in performing inventory, maintaining records, and requisitioning metered postage and supplies.
  - D. Organizes, assigns, and reviews the work of others; and assists staff with work related problems.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

- A. Education, Experience, and Training
  - 1. Graduation from an accredited senior high school or equivalent or GED.
  - 2. Three years full-time, wage-earning clerical experience.
  - 3. Valid Class C Driver's License.

Must maintain valid license(s) for continued employment in position.

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Page 2 of 2

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 to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in problem-solving techniques.
7. Skill to prepare and maintain accurate records, files, and reports.
8. Skill in the electronic transmission of communications.
9. Skill to organize, assign, and review the work of others.
10. Skill in the use of a mailing machine 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 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, excessive dampness and chill, slippery or uneven walking surfaces, dust, 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, mailing machine, dolly, mail cart, postage scales, postage meter, telephone, and automobile.