

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Mail System Coordinators Panel

SALARY GROUP: A15

DEPARTMENT: Mail System Coordinators Panel

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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: Michael Upshaw DATE: 01/29/2014

POSITION #: 033329

**I. JOB SUMMARY**

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; and coordinating administrative support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Performs advanced administrative support and technical program assistance work for the offender mail systems; responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures; and prepares, interprets, and disseminates information on agency programs and procedures.
  - B. Conducts on-site visits to audit mail room operations and interviews staff regarding mail operations; reviews publications; and prepares complex correspondence, reports, studies, forms, and documents.
  - C. Develops and presents training materials to agency staff; and compiles and edits data, makes calculations, and prepares reports.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**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 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 administrative support, technical program support, or mail operations experience.
  - 3. Texas Department of Criminal Justice mail operations experience preferred.

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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 in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to review technical data and prepare technical reports.
9. Skill in the electronic transmission of communications.
10. Skill to develop and conduct training.
11. 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 15-44 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.