

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –  
Texas Correctional Office on Offenders with Medical or Mental Impairments

SALARY GROUP: A15

DEPARTMENT: Texas Correctional Office on Offenders with Medical or Mental Impairments

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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: Dee Wilson DATE: 03/17/2011

POSITION #: 040003

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Performs complex technical assistance work for an agency program; prepares, interprets, and disseminates information concerning programs and procedures; and participates in the planning and implementation of an agency program.
  - B. Prepares, edits, and distributes correspondence, reports, forms, and other documents; compiles and edits data, maintains data integrity, and prepares reports; and develops, coordinates, and maintains record keeping and filing systems.
  - C. Coordinates work between departments, local, state, and federal agencies, and private organizations; and responds to inquiries regarding technical program and administrative regulations, policies, and procedures.
  - D. Provides training and technical assistance to administrative support staff.
  - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- \* 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, 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 clerical, secretarial, administrative support, or technical program support experience to include computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Criminal justice experience preferred.
5. Case processing experience preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.  
For details see: <http://www.tdcj.state.tx.us/vacancy/hr-home/tletseligibility.html>

**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 rules, regulations, policies, and procedures preferred.
4. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to interpret complex rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to implement administrative procedures and to evaluate their effectiveness.
10. Skill to train employees.
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).

**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, typewriter, calculator, copier, fax machine, transcription equipment, telephone, and automobile.