

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Quality Assurance Coordinator

SALARY GROUP: A15

DEPARTMENT: Rehabilitation Programs 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: Pam Carey DATE: 08/05/2011

POSITION #: 045018

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work in the Substance Abuse Treatment program. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; and training and supervising the work of 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; implements quality assurance utilization review procedures; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
  - B. Assists in monitoring, reviewing, interpreting, and evaluating quality of services; assists in compiling and analyzing data and preparing reports; and makes recommendations for improvements to treatment services.
  - C. Provides training to treatment staff in program methods and procedures to monitor and document offender therapeutic interaction.
  - D. Prepares, edits, and distributes correspondence, reports, forms, and other documents; prepares, interprets, and disseminates information concerning agency programs and procedures; and develops, coordinates, and maintains record keeping and filing systems.
  - E. Supervises the work of others; and provides assistance in the program area.
- \* 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 Criminal Justice, Psychology, Social Work, 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.

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2. Two years full-time, wage-earning substance abuse treatment experience.
3. Experience in the supervision of employees preferred.
4. Current valid licensure as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services, current valid certification as a Certified Criminal Justice Professional (CCJP) by the Texas Certification Board of Addiction Professionals, or current valid Qualified Credentialed Counselor (QCC) licensed to conduct counseling in a treatment environment.

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

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of documentation standards, techniques, modalities, and systematic approaches to alcoholism and chemical dependency, addiction, co-dependency, and related disorders.
3. Knowledge of agency Substance Abuse Treatment Program policies and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
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 use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill in the electronic transmission of communications.
13. Skill to train and supervise employees.

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**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.