

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –  
Pre-Release Selection and Intake Coordinator

SALARY GROUP: A15

DEPARTMENT: Rehabilitation Programs Division

Page 1 of 3

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: 02/04/2010

POSITION #: 045086

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 judgement.

II. ESSENTIAL FUNCTIONS

- A. Coordinates the activities and performs complex technical assistance work for the Pre-Release Therapeutic Community Committee; and coordinates with departments within the facility to monitor and classify vacancies in the appropriate program.
- B. Screens offender documentation ensuring offender meets program criteria and reviews for placement in correct treatment track; and transfers offenders out of the program due to program completion, disciplinary reasons, or other circumstances.
- C. Provides liaison with facility departments regarding offender assessment and Individualized Treatment Plan process; and responds to inquiries regarding technical program and administrative regulations, policies, and procedures.
- D. Prepares correspondence, forms, and other documents; assists in compiling data, making calculations, and preparing related reports; and develops, coordinates, and maintains record keeping and filing systems.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –  
Pre-Release Selection and Intake Coordinator

SALARY GROUP: A15

DEPARTMENT: Rehabilitation Programs Division

Page 2 of 3

**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.
2. Two years full-time, wage-earning technical program support or offender case management experience.
3. Correctional custody or law enforcement experience preferred.

**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 prepare and maintain accurate records, files, and reports.
9. Skill to review technical data and prepare technical reports.
10. Skill in the electronic transmission of communications.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –  
Pre-Release Selection and Intake Coordinator

SALARY GROUP: A15

DEPARTMENT: Rehabilitation Programs Division

Page 3 of 3

**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.