

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -
Treatment Support

SALARY GROUP: A11

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: Denine R. Johnson DATE: 02/08/2016

POSITION #: 045267

I. JOB SUMMARY

Performs routine administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares, coordinates, and maintains supply of needed treatment materials, forms, and other documents for the intake process, orientation, and education classes; prepares requests and requisitions for required materials; and ensures availability of supplies and participant folders.
- B. Assists in researching and compiling data and related documentation; prepares, edits, and distributes correspondence, reports, and other documents; and maintains filing and record keeping systems.
- C. Updates and maintains intake, orientation, and education class participant files and records to include consent and participation agreements, eligibility requirements, participant attendance, and program notes.
- D. Responds to inquiries regarding rules, regulations, policies, and procedures; assists in developing administrative and technical assistance policies and procedures; and assists the treatment staff in providing technical program assistance.

* 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. Four years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Equivalent counselor education hours that meet the standards of the Texas Certification Board of Addiction Professionals may be substituted on a year-for-year basis for a maximum substitution of two years.
- 3. Correctional treatment experience preferred.

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B. Knowledge and Skills

1. Knowledge of alcoholism and chemical dependency, addiction, co-dependency, and related disorders and of counseling and recovery.
2. Knowledge of office practices and procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
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 interpret and translate Spanish to English and English to Spanish 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 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.