

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -
Communications

SALARY GROUP: A11

DEPARTMENT: Communications

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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: Joe Miles DATE: 11/05/2013

POSITION #: 046013

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Prepares and disseminates information concerning agency department programs and services; and prepares, edits, and distributes correspondence, reports, studies, forms, and other documents.
 - B. Maintains record keeping and filing systems; assists in the review and posting of data extracted from reports; assists in compiling data for budget requests; and assists in preparing statistical reports.
 - C. Responds to inquiries regarding rules, regulations, policies, and procedures; assists in the development of administrative and technical assistance policies and procedures; and assists in researching, composing, designing, and editing procedural manuals and documents.
- * 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. Thirty semester hours 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) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
 3. One year full-time, wage-earning computer operations experience.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
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 prepare and maintain accurate records, files, and reports.
7. Skill to type 45 words per minute (with no more than 10 errors).
8. Skill to plan, organize, and assign the work of others.
9. Skill to speak and communicate in 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, PBX switchboard, ten-key adding machine, and automobile.