

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I -
Centralized Support

SALARY GROUP: A09

DEPARTMENT: Board of Pardons and Paroles

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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: Rachel Alderete DATE: 02/04/2016

POSITION #: 064035

I. JOB SUMMARY

Performs entry-level administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in preparing, editing, and distributing correspondence, reports, forms, and documents; reviews and transmits materials to proper authorizing officials; and responds to inquiries regarding rules, regulations, policies, and procedures.
 - B. Assists in compiling statistical data and preparing charts, graphs, and summaries for hearing reports scheduled and reviewed by Board officials; performs data entry, retrieval, and data searches; assists in developing administrative procedures; and maintains files and records.
 - C. Provides assistance answering and routing telephone calls, taking messages, and greeting and directing visitors.
- * 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. Two 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.

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B. Knowledge and Skills

1. Knowledge of office practices and administrative 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 to prepare and maintain accurate records, files, and reports.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill in the electronic transmission of communications.
9. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
10. Skill to type 45 words per minute (with no more than 10 errors) 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 15-44 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, dolly, and automobile.