

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Assistant to Board Members

SALARY GROUP: A15

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: David Gutierrez DATE: 03/16/2016

POSITION #: 064045

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 judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced administrative support and technical assistance work for the Texas Board of Pardons and Paroles; coordinates the preparation, editing, and distribution of correspondence, reports, forms, and documents; and processes case files and documentation of board actions.
 - B. Coordinates work with local, state, and federal agencies and private organizations; maintains liaison with staff, officials, executives, and the public; assists in researching technical issues; and responds to inquiries regarding technical program and administrative regulations, policies, and procedures.
 - C. Schedules and coordinates board meetings, interviews, and case reviews; prepares agendas, itineraries, requisitions, and related documentation; and makes travel arrangements.
 - D. Communicates and interacts with various staff, officials, and the public in a manner that promotes and encourages a responsive, considerate, and efficient and organized environment; and responds to potentially hostile verbal situations with discretion, diplomacy, and patience.
 - E. Develops and maintains filing, record keeping, and records management systems.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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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 Business Administration, Criminal Justice, Public Administration, 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 clerical, secretarial, administrative support, or technical program support experience.
3. Parole processing experience preferred.

B. Knowledge and Skills

1. Knowledge of office management principles and practices and of administrative 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 and interact effectively and tactfully with the public.
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 to prepare and maintain accurate records, files, and reports.
9. Skill to provide liaison with other staff, officials, executives, and the public.
10. Skill to diffuse potentially hostile verbal situations with diplomacy.

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11. Skill to plan, organize, and coordinate meetings, hearings, and interviews.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to participate and collaborate with others to accomplish common goals.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. 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.