

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Executive Clemency

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: Bettie L. Wells DATE: 03/12/2014

POSITION #: 064048

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work in Executive Clemency. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs complex technical assistance work in Executive Clemency; prepares, interprets, and disseminates information on agency programs and procedures; and coordinates and prepares, edits, and distributes complex correspondence, reports, studies, forms, and other documents to include checking citations, quotations, footnotes, and references for accuracy.
 - B. Coordinates work between the agency and local, state, and federal agencies and private organizations; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
 - C. Develops and maintains filing, record-keeping, and records management systems to include automated systems; and compiles and edits data for charts, graphs, and databases, makes calculations, and prepares reports.
 - D. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
 - E. Develops administrative and technical policies and procedures; develops training materials; and trains and supervises the work of others.
- * 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 a Behavioral Science, Business Administration, Law, 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 administrative support or technical program support experience.
3. Computer operations experience preferred.
4. Experience in the supervision of employees preferred.
5. Criminal justice or legal experience preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

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 provide liaison and coordinate with other staff, departments, officials, agencies, organizations, and the public.

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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 complex records and files in an automated system.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill in the electronic transmission of communications.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to type 45 words per minute (with no more than 10 errors) required; 65 words per minute 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, 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, and automobile.