

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Executive Clemency

SALARY GROUP: A13

DEPARTMENT: Board of Pardons and Paroles

Page 1 of 3

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: 02/13/2013

POSITION #: 064058

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Performs technical program assistance work for an agency program; participates in the planning and execution of an agency program; and coordinates work between organizational units of the agency.
 - B. Assists in the development of administrative and technical assistance policies and procedures; and responds to inquiries regarding rules, regulations, policies, and procedures.
 - C. Compiles and enters data for charts, graphs, and databases, makes calculations, and prepares administrative and statistical reports; prepares and distributes correspondence, reports, studies, forms, and documents; and maintains filing, record keeping, and records management systems.
 - D. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
 - E. Organizes, assigns, and reviews the work of others; and trains and provides technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Executive Clemency

SALARY GROUP: A13

DEPARTMENT: Board of Pardons and Paroles

Page 2 of 3

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, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Computer operations experience preferred.
4. Criminal justice 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.state.tx.us/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 coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Executive Clemency

SALARY GROUP: A13

DEPARTMENT: Board of Pardons and Paroles

Page 3 of 3

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 type 45 words per minute (with no more than 10 errors).
10. Skill to organize, assign, and review the work of others.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill in the electronic transmission of communications.

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 15-45 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.