

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
Executive Clemency

SALARY GROUP: B19

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: 04/14/2016

POSITION #: 064062

I. JOB SUMMARY

Performs complex consultative services and technical assistance work. Work involves planning, developing, and implementing agency programs; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in program planning, development, and implementation; provides consultative services and technical assistance to plan, implement, and monitor effective legal administrative programs; assists in developing program guidelines, policies, and procedures; and provides justifications for and assists in implementing policy and procedure changes.
 - B. Conducts surveys, special investigations, and reviews to ensure compliance with agency policies and procedures; monitors criminal justice and government legislation for impact on program activities; and prepares and assists in the preparation of administrative reports, studies, and specialized research projects.
 - C. Assists in the planning and development of effective techniques for evaluating program services; studies and analyzes operations and problems; works with program staff in determining trends and resolving technical problems; and prepares reports of findings and recommendations.
 - D. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
 - E. Provides training and technical assistance in the program area.
- * 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 Criminal Justice, Counseling, Social Work, Psychology, Sociology, Education, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning technical program support, program administration, or public administration.
3. Pardons and paroles experience preferred.
4. Computer operations 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 the principles and practices of program administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, operations, policies, and procedures related to pardons and paroles preferred.
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.
7. Skill in administrative problem-solving techniques.

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8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to review technical data and prepare technical reports.
10. Skill to develop and evaluate administrative policies and procedures.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. 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 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, and automobile.