

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE ASSISTANT II -
Assistant to Board Chair

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: Rissie Owens DATE: 5/22/2015

POSITION #: 064063

I. JOB SUMMARY

Performs advanced professional assistance work for the Chair of the Texas Board of Pardons and Paroles. Work involves overseeing high-level administrative operations for the Board; and assigning 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. Provides administrative and technical assistance to the Board of Pardons and Paroles Chair; develops, reviews, and communicates administrative procedures, standards, and methods; interprets policies and procedures and makes administrative decisions; and advises the Board executive on administrative matters.
- B. Plans and prepares correspondence, reports, studies, forms, and other documents; prepares, interprets, and disseminates information concerning agency programs and operations; plans and prepares manuals and publications; and assists in budget preparation.
- C. Plans, organizes, and schedules meetings; prepares agendas and related documentation; and establishes and coordinates filing and record keeping systems.
- D. Coordinates work with agency departments and other agencies and organizations; establishes and maintains liaison with other departments, divisions, agencies, organizations, legislators, and the public; and interprets and responds to requests for information.
- E. Assigns 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 recognized by an organization accredited 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 additional 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 secretarial, administrative support, or technical program support experience to include two years computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Legislative or criminal justice experience preferred.
5. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organization 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.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to communicate effectively with the public.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to assign and supervise the work of others.
15. Skill to type 45 words per minute (with no more than 10 errors) required; 60 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, 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, recording and transcription equipment, telephone, and automobile.