

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III –
Institutional Parole

SALARY GROUP: A13

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: Tracy Long DATE: 12/14/2015

POSITION #: 064072

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. Participates in the planning and execution of an agency program; coordinates work between departments of the agency; assists in the development of administrative and technical assistance policies and procedures; and reviews and seeks solutions to problems.
 - B. Prepares and disseminates information concerning agency programs and procedures; prepares, edits, and distributes correspondence, reports, studies, forms, and other documents; and responds to inquiries regarding rules, regulations, policies, and procedures.
 - C. Assists in compiling data, making calculations, and preparing reports; 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. Trains and supervises the work of others; and develops and presents training materials to agency staff.
- * 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, 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. Experience in the supervision of employees 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 applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of case processing for parole, parole-in-absentia, and transitional planning preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
7. Skill to communicate ideas and instructions clearly and concisely.

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8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in administrative problem-solving techniques.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill to review technical data and prepare technical reports.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to train and supervise others.
14. 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, 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, calculator, copier, fax machine, telephone, and automobile.