

**BOARD OF PARDONS AND PAROLES  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Assistant to Director of Institutional Parole Operations

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: Tracy Long DATE: 10/06/2015

POSITION #: 064116

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Performs advanced technical assistance work for an agency program; prepares, interprets, and disseminates information concerning agency programs and procedures; and participates in the planning and execution of an agency program.
- B. Coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and documents; and develops and maintains filing, record keeping, and records management systems to include automated information systems.
- C. Coordinates work with local, state, and federal agencies, and private organizations; provides liaison between the supervisor, board members, executives, officials, and the public; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
- D. Develops administrative and technical assistance policies and procedures; assists in researching technical and policy issues; researches, composes, designs, and edits agency publications to include forms, manuals, and reports; and compiles and edits data for charts, graphs, and databases, makes calculations, and prepares summaries and reports.
- E. Prepares requisitions, agendas, and itineraries; schedules and coordinates meetings, interviews, and conferences; makes travel arrangements and prepares related documentation; and provides technical assistance to others.
- F. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.

\* 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, 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 clerical, secretarial, administrative support, or technical program support experience.
3. Parole processing 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 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 in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files and reports.
10. Skill to provide liaison with other staff, officials, executives, and the public.
11. Skill to plan, organize, and coordinate meetings, hearings, and interviews.
12. Skill in the electronic transmission of communications.
13. Skill to type 45 words per minute (with no more than 10 errors) required; 55 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, telephone, and automobile.