

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Human Resources

SALARY GROUP: A13

DEPARTMENT: Human Resources Division

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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: Mary McCaffity DATE: 02/09/2024

POSITION #: 004495

I. JOB SUMMARY

Performs complex administrative support work. Work involves providing administrative support including disseminating information; assisting with maintaining filing systems; and preparing and editing reports and documents. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides assistance in the planning and execution of agency administrative projects; coordinates work with agency departments; assists in the development of administrative policies and procedures; and assists in reviewing and seeking solutions to problems.
 - B. Prepares and disseminates information concerning agency programs and operations; prepares, edits, and distributes correspondence, reports, studies, forms, and other documents; responds to inquiries regarding rules, regulations, policies, and procedures; and performs complex typing and word processing.
 - C. Maintains filing, record keeping, and records management systems to include automated information systems; compiles and enters data, makes calculations, and prepares reports; and assists in the preparation of presentations for meetings.
 - D. Provides assistance in research, development, and revision of agency publications, forms, manuals, and reports; coordinates and attends meetings, takes notes, prepares minutes for review, and distributes related information; and functions as liaison with the supervisor and other agency staff, officials, and the public.
 - E. Processes incoming and outgoing telephone calls; schedules and coordinates appointments, meetings, interviews, and conferences; and makes travel arrangements.
- * 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. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning customer service, clerical, secretarial, administrative support, program administration, public administration, financial operations, auditing, or technical program support experience. Fifteen semester hours 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) may be substituted for each six months of experience.
3. Human resources experience preferred.
4. Computer operations experience preferred.

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 the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain complex records and files in an automated system.
9. Skill to review technical data and prepare technical reports.

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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, dolly, and automobile.