

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT II -  
State Ready and Receiving

SALARY GROUP: A11

DEPARTMENT: Classification and Records

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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: Debra Gibbs DATE: 07/23/2018

POSITION #: 029455

**I. JOB SUMMARY**

Performs routine administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Receives, compiles, and processes offender time management documentation; and prepares and assembles information for administrative review and action; and researches and assists in reviewing legal sources to include statutes, administrative records, mandates, and opinions.
- B. Processes documents for offender time calculations and reviews offender dispute resolutions for calculation accuracy and conformance to agency policy and laws; and develops, coordinates, reviews, updates, and maintains offender records, files, logs, and databases.
- C. Conducts quality control reviews performing routine to intermediate offender time calculations; cross-checks offender information and recalculates time; and identifies and resolves discrepancies and returns documents and records for corrections and to obtain missing documents.
- D. Responds to inquiries regarding rules, regulations, policies, and procedures; and provides information to staff, supervisors, offenders and their families, attorneys, judges, and other agencies.

\* 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. Three years full-time, wage-earning clerical, secretarial, administrative support, technical program support, or criminal justice experience. Thirty 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 year of experience on a year-for-year basis.
3. Offender classification experience preferred.
4. Computer operations experience preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and administrative procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of court cases and how they impact offender time calculations.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
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 review technical data and prepare technical reports.
11. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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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, 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, calculator, copier, fax machine, dolly, telephone, and automobile.