

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Mail Room Supervisor

SALARY GROUP: A15

DEPARTMENT: Mail System Coordinators Panel

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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: Lorie Davis DATE: 04/18/2016

POSITION #: 033334

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Participates in the planning and execution of mail room operations; interprets and disseminates information concerning mailroom policies and procedures; inspects and distributes offender correspondence, publications, books, and packages; and maintains records and files of offender correspondence and mail room activities.
- B. Issues postage and writing materials to indigent offenders and maintains related records; reviews and processes denials and handling of contraband; and responds to offender questions, complaints, and requests regarding correspondence.
- C. Compiles and reviews data and prepares reports; performs data searches and retrieval of offender's location and status; develops and maintains filing, record keeping, and records retention; and maintains logs of offender special, legal, and media mail.
- D. Provides assistance answering and routing telephone calls and taking messages; and provides liaison with the Mail System Coordinators Panel (MSCP) in interpreting correspondence rules.
- E. Supervises the work of mail room administrative support and technical program 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. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning mail room operations experience
or
four years full-time, wage-earning correctional unit operations experience.
3. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of the United States Postal Service regulations.
2. Knowledge of office practices and procedures.
3. Knowledge of correctional unit operations and mail room operations preferred.
4. Knowledge of policies, procedures, rules, and regulations relevant to offender correspondence preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to supervise others.
11. Skill to interpret and translate Spanish to English and English to Spanish 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, typewriter, calculator, copier, fax machine, telephone, cart, and automobile.