

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III –  
Specialized Programs

SALARY GROUP: A13

DEPARTMENT: Parole 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: Rene Hinojosa DATE: 10/11/2023

POSITION #: 051351

**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. Participates in the planning and execution of an agency program; coordinates work with departments of the agency; assists in the development of administrative and technical assistance policies and procedures; and assists in reviewing and seeking solutions to problems.
  - B. Prepares and disseminates information concerning the Parole Division activities and procedures; prepares and distributes correspondence, reports, studies, forms, and documents; and responds to inquiries regarding rules, regulations, policies, and procedures.
  - C. Compiles and enters data for charts, graphs, databases, and summaries, makes calculations, and prepares 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.
- \* 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, technical program support, or criminal justice 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. Computer operations 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 applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
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 in problem-solving techniques.
9. Skill to interpret and apply rules, regulations, policies, and procedures.

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10. Skill in the electronic transmission of communications.
11. Skill to review technical data and prepare technical reports.
12. Skill to prepare and maintain accurate records, files, and reports.
13. 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, copier, fax machine, bar code scanner, telephone, dolly, and automobile.