

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I -
Community Justice Assistance Division

SALARY GROUP: A09

DEPARTMENT: Community Justice Assistance Division

Page 1 of 3

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: Kevin Johnson DATE: 04/04/2023

POSITION #: 100196

I. JOB SUMMARY

Performs entry-level 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 close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in the planning and execution of Community Justice Assistance Division administrative projects; and assists in the development of administrative and technical assistance policies and procedures.
 - B. Prepares and disseminates information concerning agency programs and procedures; assists in preparing, editing, and distributing correspondence, reports, studies, forms, and other documents; and performs complex typing and word processing.
 - C. Assists in maintains filing, record keeping, and records management systems to include automated information systems; assists in compiling and entering data, retrieval of data, and assists in preparing administrative and statistical reports; and assists in the preparation of presentations.
 - D. Assists in preparing requisitions for purchases and ordering supplies; and assists in maintaining purchasing records; and answers and routes phone calls.
 - E. Assists in planning meetings, conferences, and seminars; and assists with managing and maintaining schedules and travel arrangements for managers and directors.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I -
Community Justice Assistance Division

SALARY GROUP: A09

DEPARTMENT: Community Justice Assistance Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Six months full-time, wage-earning customer service, clerical, secretarial, administrative support, 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. 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 problem-solving techniques.
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 complex records and files in an automated system.
10. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I -
Community Justice Assistance Division

SALARY GROUP: A09

DEPARTMENT: Community Justice Assistance Division

Page 3 of 3

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.