

EXECUTIVE ASSISTANT I, ASSOCIATE VICE PRESIDENT OF TDCJ CORRECTIONAL PROGRAMS

GENERAL STATEMENT:

Assist the Associate Vice President of TDCJ Correctional Programs.

REPORTS TO:

Associate Vice President of TDCJ Correctional Programs

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Associate degree preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Two (2) years experience in the secretarial field and experience in higher education preferred.

OTHER:

Computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate all office equipment; Good public relations skills.

DUTIES AND RESPONSIBILITIES:

- Request and distribute information to instructors who answer to the Associate Vice President of TDCJ Correctional Programs.
- Maintain and keep instructor's schedules.
- Type certificates for occupational students in certificate programs and turn them in to appropriate offices for processing.
- Assist in preparing budget requests for new year.
- Keep records of activities and minutes of advisory committees of all programs.
- Keep and maintain records of all full-time and part-time instructors and turn in to the proper offices for processing.
- Print and distribute budget information as needed.
- Turn in sick leave, vacation leave, and personal days taken by staff who answer to the Associate Vice President of TDCJ Correctional Programs.
- Distribute evaluation forms and turn in to Vice President for Instruction.
- Assist in catalog and syllabi updates.
- Turn in end-of-semester paperwork as needed to Vice President for Instruction.
- Turn in and maintain copies of all correspondence with Windham School District and TDCJ.
- Process and return all computer generated information needed by Windham School District Continuing Education Department.
- Assist in coordinating purchasing, shipping and delivery to appropriate programs and individuals.
- General office duties: typing, filing, making copies, answering telephones.
- Other duties as assigned by the Associate Vice President of TDCJ Correctional Programs or other appropriate supervisory personnel.

EXECUTIVE ASSISTANT I, ASSOCIATE VICE PRESIDENT OF TDCJ CORRECTIONAL PROGRAMS

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

This is a security sensitive position and will require a criminal background check.

Approved: 07/18/01

Revised: 10/25/2011

JD321