

# **EXECUTIVE ASSISTANT I, ASSOCIATE VICE PRESIDENT OF TDCJ CORRECTIONAL PROGRAMS**

## **GENERAL STATEMENT:**

Serve as the primary point of contact and liaison for the AVP of TDCJ Correctional Programs and oversee and manage day-to-day administrative activities in support of the 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 required. Associate degree preferred.

### **LICENSE OR**

### **CERTIFICATION:**

None

### **EXPERIENCE:**

Three (3) years of experience in the secretarial field required; Experience in higher education preferred.

### **OTHER:**

Good computer/word processing and keyboarding skills; Good organizational and telephone skills; Ability to operate office equipment; Must have good public relations skills and the ability to work well with other employees. This position requires TDCJ clearance prior to employment.

## **DUTIES AND RESPONSIBILITIES:**

- Receptionist duties including, but not limited to: greet visitors, receive phone calls, emails, answer questions and/or direct to appropriate department; filing, maintain correspondence and typing.
- Request and distribute information to instructors and division chairpersons who answer to the AVP of TDCJ Correctional Programs.
- Assist in preparing budget requests for workforce education programs for upcoming year.
- Assist in catalog and TDCJ handbook updates related to TDCJ correctional programs.
- Maintain records of activities and minutes of advisory committees of all TDCJ education departments.
- Assist AVP of TDCJ Correctional Program and TDCJ Unit Coordinators with preparing and submitting budget adjustments
- Process, retain, and/or submit paperwork and records (including sick leave, vacation leave, personal days) of all full-time and part-time instructors who report to the AVP of TDCJ Correctional Programs. Turn in respective paperwork to the proper offices for processing.
- Print and distribute budget information as needed.
- Assist the AVP of TDCJ Correctional Programs with THECB approval of TDCJ programs including submitting TDCJ education program requests/revisions to the Vice President of Instruction and coordinating, submitting workforce education paperwork as requested by the Vice President of 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.
- Coordinate and maintain class schedules for TDCJ faculty.
- Assist in preparation of PAR forms Special Assignment Agreements for all part-time instructors that work for the TDCJ Correctional Program.

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- Type certificates for occupational students in certificate programs and turn them in to appropriate offices for processing.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Prolonged use of computer (repetitive motions).

*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: 10/3/2017*

JD321