

## **ADMINISTRATIVE ASSISTANT, TDCJ CORRECTIONAL PROGRAMS**

### **GENERAL STATEMENT:**

Responsible for maintaining files on incarcerated students and helping with enrollment of incarcerated students at Texas Department of Criminal Justice (TDCJ).

### **REPORTS TO:**

Enrollment & Administrative Advisor, TDCJ Correctional Programs & Counselor of TDCJ Correctional Programs

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree and correctional experience preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years recent office experience

#### **OTHER:**

Computer skills; Good with detail work. This position requires TDCJ clearance prior to employment.

### **DUTIES AND RESPONSIBILITIES:**

- Attend to paperwork generated by enrollment coordinator's interviews with incarcerated students.
- Assist with academic and vocational registration of incarcerated students:
  - mail registration packets and enrollment notices to students
  - process incoming registration and enrollment paperwork
  - work with unit secretaries and registrar's office concerning enrollment problems
  - set up and maintain computer records, files, and degree plans on all enrolled incarcerated students
- Maintain student records and assist with identification of students in need of testing, verification, financial aid, graduation status, and transcripts.
- Handle incoming transcripts for incarcerated students.
- Have certificates printed, mail certificates, and maintain records of inmates who have completed a vocational trade.
- Handle inmate correspondence concerning grades, graduation status, etc.
- Assist with department duties such as handling applicants, answering the telephone, etc., as needed.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*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*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 2/8/95*

*Revised: 6/7/16*

*JD665*