

TEXAS COMMISSION ON JUDICIAL CONDUCT



ADMINISTRATIVE ASSISTANT III

JOB DESCRIPTION

GENERAL DESCRIPTION

Performs routine (journey-level) administrative support. Work involves disseminating information, managing correspondence, as well as maintaining and organizing files, records and calendars. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency services and procedures.

Prepares, edits, and distributes correspondence, reports, forms, and documents.

Maintains filing systems, including recording information, updating paperwork, and maintaining documents, records, correspondence and other materials.

Assists in the development of administrative or technical assistance policies and procedures.

Assists in routing mail, files and orders.

Enters and maintains records in logs, spreadsheets or databases.

May assist with answering and routing phone calls, taking messages, and greeting and directing visitors to the appropriate staff.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software.

Ability to communicate effectively.

STATE CLASSIFICATION INFORMATION

Salary Group/Class: A13/0154 Type: Full Time

Salary: \$50,000 Annually