

## Job Description

# DPS -THP - Field Administrative Assistant

**Organization:** TEXAS DEPARTMENT OF PUBLIC SAFETY

**Primary Location** Texas-Snyder, Scurry County

**Work Locations:**

501 East 37<sup>th</sup> Street  
Snyder, Texas 79549

**Job Office and Administrative Support**

**Employee Status** Regular

**Schedule** Full-time

**Standard Hours Per Week:** 40.00

**Travel** Yes, 5 % of the Time

**Salary (Pay Basis)** 42,391.68 (Monthly)

**Number of Openings** 1

**Overtime Status:** Non-exempt

**Posting Date** May 12, 2025

**Closing Date** May 23, 2025

## Description

**PLEASE NOTE:** All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

**GENERAL DESCRIPTION:** Performs routine Journey-level responsible secretarial and routine administrative support work for the Highway Patrol Service. Prepares reports, forms, memoranda, etc. Performs data entry and generates statistical summaries. Answers correspondence and telephone calls, screens and/or routes calls, or takes messages. Answers procedural and general information questions. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Maintain applicable records on accidents, firearm qualifications, and performance observations.
2. Check mobile phone records for approval.
3. Order and maintain records for postage distribution.
4. Maintain a list of personnel for the district by station.
5. Obtain statistical information as requested; type and edit documents; maintain records and prepare monthly reports on budget expenditures.
6. Generate and review travel vouchers, and other forms for accuracy and completeness.
7. Receive and respond to calls, inquiries, etc.; receive, sort, and distribute incoming mail; prepare outgoing mail, and order office supplies as necessary.

8. Order and maintain inventory of supplies; update office calendar of appointments, activities, meetings, etc.
9. Update and maintain manuals; maintain employee time records; and maintain files for the Regions, including repairs, assignments, and calibration.
10. Operate in other capacities, including sale of accident reports and vehicle inspection certificates.
11. May act as notary public for voluntary statements, complaints, depositions, etc.
12. Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
13. Perform other duties as assigned.

## **Qualifications**

### **GENERAL QUALIFICATIONS and REQUIREMENTS:**

**Education** - High School Diploma/equivalent.

**Experience** - Minimum of two (2) years' experience performing general office work including the experience of operating a database, **preferred**

**Substitution Note:** Additional work experience of the type described or other related education may be substituted for one another on a year-for-year basis.

**Licensure and/or Certification** - May have a Notary Public certification or acquire a Notary Public. If driving is required, must possess a valid driver license from state of residence.

**Regulatory Knowledge** - Working knowledge of, or the ability to rapidly assimilate information related to TXDPS, State and Federal regulations, legislation, guidelines, policies and procedures.

**Technology** - Proficiency with Microsoft Office and appropriate levels of proficiency with utilized software and systems (e.g. CAPPs, SharePoint) and be able to learn new software/systems.

**Interpersonal Skills** - Must demonstrate an ability to exercise poise, tact, diplomacy and an ability to establish and maintain positive, working/professional relationships with internal/external customers. Must demonstrate DPS' core

**Organizational and Prioritization Skills** - Must be organized, flexible, and able to effectively prioritize in a multi-demand and constantly changing environment; able to meet multiple and sometimes conflicting deadlines without sacrificing accuracy, timeliness or professionalism.

**Presentation/Communication Skills** - Must be able to construct and deliver clear, concise, and professional presentations and/or communications to a variety of audiences and/or individuals.

**Research and Comprehension** - Must demonstrate ability to quickly and efficiently access relevant information and be able to utilize and/or present research and conclusions in a clear and concise manner.

**Analytical Reasoning/Attention to Detail** - Must demonstrate an ability to perform mathematical calculations, type accurately, examine data/information, discern variations/similarities, and be able identify trends, relationships and causal factors, as well as grasp issues, draw accurate conclusions, and solve problems.

**Confidentiality and Protected Information** - Must demonstrate an ability to responsibly handle sensitive and confidential information and situations, and adhere to applicable laws/statutes/policies related to access, maintenance and dissemination of information.

**Safety** - Must be able to work in safe manner at all times, avoiding shortcuts that have potential adverse results/risks, and must be able to comply with safety standards and best practices.

### **PHYSICAL and/or ENVIRONMENTAL DEMANDS:**

The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Environment: Office;
- Ambulatory skills, e.g. stand, walk, sit;
- Hand-eye coordination and arm/hand/finger dexterity;

- Ability to speak, hear, and exercise visual acuity;
- Ability to transfer weights of fifty (50) pounds anticipated for this position;
- Driving requirements: Occasional (5%).

Testing is required for candidates to be considered to go before the oral interview board and will be notified via email provided on the application. Candidates must qualify on the DPS issued typing test with a minimum of 35 words per minute net speed.

**DUE TO THE HIGH VOLUME OF APPLICATIONS WE DO NOT ACCEPT TELEPHONE CALLS. ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.**