

# Administrative Assistant - Law Enforcement Academy

## Posting Details

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Please view posting details below. To apply to this posting, please click the link above.

### Position Information

<b>Job Title</b>	Administrative Assistant - Law Enforcement Academy
<b>Posting Number</b>	F005343
<b>Position Status</b>	Full Time
<b>Assignment Length</b>	This field only applies to Faculty
<b>Grant Funded</b>	No
<b>Category</b>	Clerical
<b>Class Code</b>	35
<b>Pay Rate</b>	\$15.75
<b>Location</b>	Northwest
<b>Department</b>	NW Public Srv & Soc/Behv Sci

### Job Summary

The Administrative Assistant position is responsible for providing routine clerical, administrative, and project support to their assigned department(s). This position may serve as the primary point of operational and administrative contact for internal and external constituencies.

### Primary Duties and Responsibilities

#### Essential Performance Requirements\*

- Provides clerical/secretarial support
- Performs basic administrative procedures
- Performs basic, unit-specific tasks
- Maintains unit records
- Answers phones and runs front desk
- Schedules appointments and maintains calendars
- Distributes and sends mail
- Prepares and creates memos, emails, invoices, etc.
- Performs assigned duties

#### Service Excellence

- Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite
- Completes all required training and professional development sessions sponsored through the Tarrant County College (TCC) Institute
- Supports the values of the College: diversity, teaching excellence, student success, innovation, and creativity and service to the College
- Supports the mission, values and 3 goals and 8 principles of the College

#### Supervision

Works under the general supervision of assigned department leadership

#### \*Performs other related tasks as required

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Required Minimum Qualifications**

- High School diploma or GED
- Two (2) years' of working experience related to the Essential Performance Requirements

**Preferred Qualifications**

- Associate's degree
- Experience working in a college or university setting

**Knowledge, Skills and Abilities**

- Skilled in excellent customer service and interpersonal relationships with diverse populations
- Ability to work effectively in a collaborative environment and a setting that is diverse
- Ability to think critically to effectively solve and communicate problems in a fast-paced environment where the demands for work are varied, and unpredictable in scope and volume
- Ability to use computer applications and enterprise systems, including proficiency with word processing, spreadsheet, and presentation software

**Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Special Instructions Summary****Posted**

02/17/2023

## Posting Contact Summary

Should you have questions specific to this position please contact the following individual

**Contact**

James (Jim) McGregor

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(817) 515-7166

## Applicant Documents

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**Required Documents**

1. Resume / Curriculum Vitae

**Optional Documents**

1. Cover Letter
2. Unofficial Transcripts
3. Certification / License

## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* Please select the highest level of education you have completed.
  - High School Diploma / GED
  - 60 or more College Credit Hours
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
  - None of the above
2. \* Please list any certification or licensure you have that is directly related to this position.  
(Open Ended Question)
3. \* How many years of working experience do you have related to the Essential Performance Requirements?
  - None
  - Less than 1 year of experience
  - 1 year of experience
  - 2 years of experience

- 3 years of experience
  - 4 years of experience
  - 5 or more years of experience
4. \* Please describe your experience (responses are used to determine eligibility).  
(Open Ended Question)
5. \* How many years of experience do you have working in a college or university setting?
- Less than one year of experience
  - 1 year of experience
  - 2 years of experience
  - 3 years of experience
  - 4 years of experience
  - 5 or more years of experience
6. \* How would you rate your level of experience using word processing, spreadsheet and presentation software (i.e. Microsoft Word, Excel, PowerPoint)?
- Advanced
  - Intermediate
  - Beginner
  - None
7. \* How would you rate your experience with web-based software?
- Advanced
  - Intermediate
  - Beginner
  - None
8. \* How long have you been in your current role with TCC?
- Less than 6 months
  - More than 6 months
  - I am not a current TCC employee
  - I am a current TCC student employee