|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Administrative Services Assistant | Job Code/ Req#: | 64028 |
| Department/Group: | TN EC | Position Type: | Contract |
| Duration : | 03/17/2025 - 03/20/2026 | Date Posted: | 02/14/2025 |
| Expenses Allowed | No | Posting Expires: | 02/28/2025 |
| **Location :** | Hybrid  **Address**  500 James Robertson Pkwy Nashville, Tennessee 37243 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $34/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**  Shift 1 7:00AM 3:30PM Yes  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Description**  73162 Summary: under general supervision, is responsible for professional staff work of routine through  average difficulty in relieving an executive of Administrative detail; and performs related work as required. An employee in this class routinely performs general assignments to relieve an executive of Administrative detail and other duties which do not require his/her personal attention. Routinely acts as liaison between executive's office and the governor's office, departmental staff, and other state departments and agencies, local and federal agencies, and community organizations and groups; attends legislative functions and meetings as required to gain information; routinely handles complaints and requests from members of the legislature and other departments, citizens, and employees, as required; attends receptions, luncheons, dinners, and other gatherings in performing personal contact duties. Assigns, trains, supervises, and evaluates assigned clerical and other staff and their work; makes recommendations on personnel actions such as employment, promotion, demotion, transfer, retention, and increases for exceptional performance. Handles routine correspondence including composition of replies and routes to the appropriate operating division for reply; prepares non-routine correspondence as requested; assembles information for speeches, staff meetings, and other purposes; may take minutes at staff meetings. Makes travel arrangements; keeps expense accounts; orders office supplies as needed. Operates standard office machines and equipment as necessary.  **Education and Experience:**  Graduation from an accredited college or university with a bachelor's degree; qualifying full- time increasingly responsible sub-professional experience or paraprofessional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.  **Qualifications**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Skills | Others | Administative Assistant |  | Proficient (4-6 Years) | Yes | | Skills | Others | Correspondence - Email |  | Proficient (4-6 Years) | No | | Skills | Others | Correspondence - General |  | Proficient (4-6 Years) | No | | Skills | Others | Customer Service |  | Proficient (4-6 Years) | No | | Skills | Others | Customer Service Skills |  | Proficient (4-6 Years) | Yes | | Skills | Others | Data Entry |  | Proficient (4-6 Years) | Yes | | Skills | Others | Emailing |  | Proficient (4-6 Years) | No | | Skills | Others | Filing |  | Proficient (4-6 Years) | No | | Software | Others | Internet |  | Proficient (4-6 Years) | Yes | | Software | Others | Microsoft Excel |  | Proficient (4-6 Years) | Yes | | Software | Others | Microsoft Word |  | Proficient (4-6 Years) | Yes | | Skills | Others | Proofreading/Editing |  | Proficient (4-6 Years) | No | | Skills | Others | Scheduling |  | Proficient (4-6 Years) | No | | Skills | Others | Travel Arrangements |  | Proficient (4-6 Years) | No | | Skills | Others | Typing |  | Proficient (4-6 Years) | No | | Skills | Others | Verbal Communication |  | Proficient (4-6 Years) | Yes | | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** | Swathi G | **Date:** | 02/14/2025 |
| **Approved By:** | Ram S | **Date:** | 02/14/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 02/14/2025 |