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| Job Title: | Administrative Services Assistant | Job Category: |  |
| Department/Group: | TN DHS | Job Code/ Req#: | 62516 |
| Location: | On Site  **Address**  240 Cherokee Circle Benton, Tennessee 37307  Candidate Must Be Local | Travel Required: |  |
| Level/Salary Range: | $15/hr on C2C | Position Type: | Contract |
| Duration | 04/29/2024 - 06/30/2024 | Date Posted: | 04/09/2024 |
| Expenses Allowed | No | Posting Expires: | 04/26/2024 |
| **Quantity Requested** | 1 | 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**  EST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM Regular Shift Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  73162 Job Code 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 | Correspondence - Email |  | Novice (1-3 Years) | No | | Skills | Others | Correspondence - General |  | Novice (1-3 Years) | No | | Skills | Others | Customer Service |  | Novice (1-3 Years) | No | | Skills | Others | Customer Service Skills |  | Novice (1-3 Years) | No | | Skills | Others | Data Entry |  | Novice (1-3 Years) | No | | Skills | Others | Emailing |  | Novice (1-3 Years) | No | | Skills | Others | Filing |  | Novice (1-3 Years) | No | | Software | Others | Internet |  | Novice (1-3 Years) | No | | Software | Others | Microsoft Excel |  | Novice (1-3 Years) | No | | Software | Others | Microsoft Word |  | Novice (1-3 Years) | No | | Skills | Others | Printing and Copying |  | Novice (1-3 Years) | No | | Skills | Others | Typing |  | Novice (1-3 Years) | Yes | | Skills | Others | Verbal Communication |  | Novice (1-3 Years) | No | | | | | | |
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| Reviewed By: | Swathi G | Date: | 04/09/2024 |
| Approved By: | Ram S | Date: | 04/09/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/09/2024 |