Administrative Assistant 1

Job Brief:

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. Positions in the Admin Assistant sub-series are predominately in the unclassified service, with exception of the few which by specific law, rules, or regulations are mandated to be in the classified service. An employee in this class routinely performs general assignments to relieve an executive of administrative detail and other duties which do not require his personal attention. This class differs from that of Admin Assistant 2 in that an incumbent of the latter usually performs work of greater scope and difficulty. Classes in the Admin Assistant sub-series differ from those in the Admin Services Assistant sub-series in that incumbents of the latter are members of the classified service and perform duties in direct support of line operations rather than duties which emphasize relieving an executive of administrative detail.

Job Duties:

Performing Administrative Activities:

Learns to perform human resources administration in one or more of the following areas: employee relations, affirmative action, recruitment, employee development, and training.

Performs a variety of general staff administrative duties to support program operations.

Processing Information:

Reviews applications for state employees to ensure applicant meets requirements for requested service.

Compiles specific program related information as required by the program area.

Monitoring and Controlling Resources:

Conducts grant monitoring to ensure compliance with grant requirements are met.

Monitors the inventory of state tagged equipment to ensure compliance.

Evaluating Information to Determine Compliance with Standards:

Verifies eligibility information to ensure federal/state standards are met.

Communicating with Persons Outside Organization:

Learns to serves as liaison between agency and the general public, persons in other state departments and divisions, officials, and entities outside the organization in order to explain matters of procedures and regulations.

Training and Teaching Others:

Provides external and internal training of procedures/guidelines as needed.

Documenting/Recording Information:

Prepares documents to meet agency's needs.

Reviews documents in order to ensure accuracy, completeness, and adherence to standards.

Making Decisions and Solving Problems:

Analyzes, interprets, and enforces existing policies and procedures.

Establishing and Maintaining Interpersonal Relationships:

Maintains working relationship with general public, persons in other state departments and divisions, officials, and entities in the day-to-day operations of the agency.

Analyzing Data or Information:

Reviews work of others to determine program requirements are met.

Interacting with Computers:

Utilizes appropriate computer programs to accomplish administrative activities.

Monitors Processes, Materials, or Surrounding:

Monitors inventory of supplies to ensure adequate materials are available.

Monitors time in Edison to ensure employees have entered time correctly and supervisors have approved all exceptions.

Ensures facilities are adequately maintained according to environmental, health, and safety standards.

Monitors to verify that correct item is ordered, processed, and received.

Judging the Qualities of Things, Services, or People:

Inspects products to ensure standards are met.

Updating, Planning, and Prioritizing Work:

Participates in training to keep current with job requirements.

Organizing, Planning, and Prioritizing Work:

Maintains log to monitor the job functions of others and provides status updates as requested.

Performing for or Working Directly with the Public:

Serves as point of contact with the general public by providing requested information.

Getting Information:

Gathers information on inquiries by email, phone, or in person.

Obtains contact information from state websites to provide direction to the general public as needed.

Uses internet search engines (i.e., Google) to identify items or products to assist in the creation of requisitions.

Inspecting Equipment, Structures, or Material:

Ensures the availability of necessary equipment and supplies.

Communicating with Supervisors, Peers, or Subordinates:

Communicates status of assigned tasks or other relevant information as requested.

Scheduling Work and Activities:

Schedules appropriate size meeting rooms to accommodate events.

Uses email software (i.e., Microsoft Outlook) to inform staff of scheduled meetings.

Maintains calendar of scheduled meetings.

Requirements and Skills:

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.

Necessary Special Requirements:

Positions within the Department of Human Services may be required to: Complete a criminal history disclosure form in a manner approved by the appointing authority;

Agree to release all records involving their criminal history to the appointing authority;

Supply a fingerprint sample prescribed by the TBI based criminal history records clerk.

Positions within the Disability Determinations Section of the Division of Rehabilitation Services within the Department of Human Services will be required to complete a federal

background check in accordance with the Homeland Security Presidential Directive 12 (HSPD-12) for issuance of an HSPD-12 compliant Personal Identity Verification (PIV) credential card.

State of Tennessee Careers Portal Page:

If you want to search job openings for the entire State of Tennessee, **click here to visit the State of Tennessee Careers Portal**.

To see all of the current job listings for our department (Labor & Workforce Development) on the Careers Portal page:

- In the Keyword box, type "Labor & Workforce Development"
- Leave the Location box blank
- Click "Find Jobs"