

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this division, please see link below:

<https://www.tn.gov/tdot/materials-and-tests/geo-technical-operations.html>



Administrative Services Assistant 2

HQ Materials and Tests Division

Location: Nashville, TN

Compensation: \$30,156/year

Overview

The Tennessee Department of Transportation is currently hiring a full-time Administrative Services Assistant 2 (ASA 2) professional for our HQ Materials and Tests Division's Geotechnical Engineering Section location in Davidson County.

The Geotechnical Engineering Section (GES) delivers statewide geotechnical services for scheduled design and construction improvement projects and unscheduled maintenance projects which could include landslides, rockfalls, and sinkholes.

Under the direct supervision of the supervisor, the ASA 2 will assist in administering consultant engineering contracts and provide general administrative support to a staff of 25.

Responsibilities

- Review contract work orders for grammar, punctuation, and math errors.
- Review consultant invoices for formatting accuracies
- Process Edison voucher entries of approved invoices
- Retrieve information from databases
- Enter vehicle and equipment usage charges
- Scan and archive documents
- Upload/download large files using file transfer protocol (FTP) tools
- Plan events as necessary

Qualifications

- Bachelor's degree and one year full-time professional administrative experience
 - Substitution of education and/or experience maybe accepted
- Skills in time management and other key administrative tasks
- Skills in commonly used office computer applications and customer service

Applications must be submitted online in order to be considered for the position.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Questions? Email TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.