

Administrative Service Assistant 1 Roadway Design Division



This position reports to an Administrative Service Assistant 3. Under general supervision, responsibilities include:

1. Answer phones and enter time sheets in Edison.
2. Pay invoices for the department.
3. Use Microsoft Office (Excel and Word) to perform daily tasks.
4. Retrieve information from different databases and adds information to Excel document.
5. Make copies, schedule meetings, scan and perform other tasks for Director and staff.
6. Keep records of classes/training completed by staff.

The office is located at TDOT Headquarters (505 Deaderick Street) in downtown Nashville.