

## **Administrative Secretary Roadway Design Division**



This position reports to the Director of the division. Under general supervision, responsibilities include:

1. Use Microsoft Office (Excel and Word) to perform daily tasks.
2. Make copies, schedule meetings, scan and perform other tasks for Director and staff.
3. Attends meeting with assistant Directors or others as needed and types meeting notes.
4. Retrieves information from different databases and adds information to Excel document.
5. Proofreads design manual updates and transfers information into PowerPoint presentations.
6. Keep records of classes/training completed by staff.
7. Answer phones.
8. Enter timesheets in Edison.
9. Learns to use Visio to make Organizational Charts.

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