

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson



Administrative Service Assistant 3
Finance Division - Contracts & Grants
Location: Nashville, TN
\$48,684 - \$60,936 annually

Overview

The Tennessee Department of Transportation is currently hiring a full-time Administrative Service Assistant 3. This position is in the TDOT Finance Division, which is located at TDOT Headquarters in Davidson County.

Key Responsibilities

Under general supervision, this Administrative Service Assistant 3 is responsible for accounting work of considerable difficulty and administrative work of average difficulty; and performs related work as required. There is a mandatory one-year probationary period.

Contracts & Grants

The Administrative Service Assistant 3 in the Contracts & Grants section will be responsible for the following:

- Establishing encumbrances for various types of contracts and grants
- Moving and liquidating encumbrances when needed
- Performing processes associated with P-cards including making purchases, registering fee payments, and performing reconciliations
- Reviewing and approving requisitions and purchase orders related to commodity-type purchases
- Performing tasks associated with the fiscal year-end closing including approving requisitions, purchase orders, and payment cards.

Qualifications

Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to three years of increasingly responsible full-time professional staff administrative experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable fields may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

OR

Two years of increasingly responsible professional administrative services experience with the State of Tennessee.

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, level of FTA public transportation safety certification, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

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.