

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/finance.htm>



ADMINISTRATIVE SERVICES ASSISTANT 2

TDOT Location

Location: Nashville, TN

Compensation: \$3,542.00 - \$4,425.00

Overview

The Tennessee Department of Transportation is currently hiring a full-time Administrative Services Assistant 2 for the TDOT Finance Division - Payroll Office located in Davidson County.

The TDOT Finance Office is responsible for budget, payroll, project accounting, consultant auditing, contract set up and purchase order approvals, and Edison support.

Responsibilities

- Establishing and maintaining electronic employee files and reports
- Submitting electronic files in proper format upon separation of active employment
- Maintaining Family Medical Leave and 120 days reports/hours, to ensure TDOT compliance with Federal Guidelines.
- Preparing and disseminating HQ hours worked report for OHS
- Special mail runs when paperwork needs to be expedited to supporting agencies or within TDOT.
- Miscellaneous administrative tasks as needed.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to one year of full-time professional staff administrative and/or analytic experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, para-professional, 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 field may be substituted for the required experience, on a year for year basis.

OR

One year of professional administrative services experience with the State of Tennessee.

Special skills, knowledge or experience required or desired:

Knowledge of Microsoft especially Outlook, Excel, and PDF formatting

Capable of maintaining confidentiality

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

Select **ADMINISTRATIVE SERVICES ASSISTANT 2 -01092024-53513**

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.