

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:

[Insert TDOT Division page link](#)



Administrative Services Assistant 2

TDOT Traffic Operations Division

Location: Nashville, TN

Compensation: This classification currently has a Starting Rate of \$2,639 monthly for a High School diploma, OR a Starting Rate of \$2,771 monthly for a BS OR a Starting Rate of \$ 2,890 monthly for a MS.

Overview

The Tennessee Department of Transportation is currently hiring a full-time **Administrative Services Assistant 2** professional for our **TDOT Traffic Operations Division** location in Davidson County. An ideal candidate for this position would have an outgoing customer-focused disposition with strong computer skills in Microsoft Office Software.

Responsibilities

- Process documents and maintain databases
- Prepare documents for internal and external customers, public meetings, etc.
- Serve as a Human Resources point of contact for unit section and perform new employee on-boarding and division required training
- Perform time and labor administrative functions
- Monitor accounts payable, assisting with invoices processing and payments to ensure accuracy and compliance including contract balances and monthly updates
- Answer phones, greeting visitors, processing mail, and managing files

Qualifications

All applicants must meet the following criteria to be considered for an interview:

- **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.

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 -12012022-40915**

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.