

## **Administrative Service Assistant 3 Roadway Design Division**



This position reports to the Director of the Roadway Design Division. Under general supervision, responsibilities include:

1. Use Microsoft Office (Excel and Word) to perform daily tasks.
2. Retrieves information from different databases and adds information to Excel document.
3. Make copies, schedule meetings, scan and perform other tasks for Director and staff.
4. Attends meeting with assistant Directors or others as needed and types meeting notes.
5. Proofreads design manual updates and transfers information into PowerPoint presentations.
6. Keep records of classes/training completed by staff.
7. Follow as back-up to answering phones and enter time sheets in Edison.
8. Learns to input final construction plans into database.

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