

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
312 Rosa L. Parks Avenue, 7th Floor
Nashville, Tennessee 37243-1102

Ashley Bowers
Human Resources Director

615-741-7411
sos.hr@tn.gov

JOB ANNOUNCEMENT

Administrative Services Assistant 3 (ASA3)

**Tennessee Department of State
Tennessee State Library and Archives
Administration and Archives Development**

Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Assistant State Archivist

Summary: Responsible for administrative support work for the Assistant State Librarian, Assistant State Archivist and the Archives Development and Education Outreach program.

Duties/Responsibilities

- Answer phones and route calls to appropriate staff.
- Provide information and referrals to other related agencies.
- Open and distribute mail.
- Create documents, spreadsheets, and databases.
- Maintain paper and electronic files.
- Maintain and compile statistics for quarterly reports.
- Prepare purchase orders and place orders for supplies and materials.
- Make departmental travel arrangements and file reimbursement claims.
- Liaison with vendors for purchases for the department.
- Monitor accounts for budgetary purposes and keeps department director advised of expenditures.
- Coordinate the day-to-day necessities to keep the section operating.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience:

- At least four years experience in administrative assistant or secretarial work.
- Education in office administration or a related field may be substituted for experience, to a maximum of two years.

Knowledge and Abilities:

- Detail-oriented and highly organized.
- Excellent time management skills and ability to multi-task and prioritize work.
- Exceptional customer service skills, over the phone and in person, with our customers and internal departments.
- Ability to communicate clearly and pleasantly, both in writing and orally, with staff and public.
- Excellent grammar & spelling.
- Advanced to expert ability in using Microsoft Word, Excel, and Outlook.
- Knowledge of filing, file maintenance, and modern office practices.
- Ability to manage various tasks throughout the day and to complete tasks accurately and on-time.
- Ability to coordinate and track purchase requests for materials ordered across the department.

Physical Requirements:

- Possesses ability to sit for long periods.
- Ability to unpack and lift materials from boxes up to 30 pounds.
- Ability to bend and lift materials onto carts or move them to various areas.

Health, safety and collections security

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect materials, property, and/or the collections from loss, mutilation, or theft.
- Perform other duties as assigned.

Salary: \$37,392 annually plus the State of Tennessee Benefits package.

To apply: Please email your letter of interest and resume to the Division of Human Resources & Organizational Development at sos.hr@tn.gov.