

Administrative Services Assistant 3

Executive Service

Salary Range - \$2,769 to \$3,600

Nashville, TN

Reporting to the Director of Offender Development and Rehabilitation, the Administrative Services Assistant 3 will have both internal and external responsibilities, ranging from program maintenance, updating divisional policies, and assisting other state government agencies and stakeholders with offender reentry administration. An ideal candidate should be able to both think broadly and strategically across a wide range of rehabilitative initiatives. The ideal candidate should also be detail oriented and organized regarding program implementation and the structure necessary to facilitate the successful development and rehabilitation of the offender.

Specific responsibilities include, but are not limited to, the following:

- Assisting the Director in the oversight, projects, planning, and compliance with grant requirements/obligations (including project timetables), personnel issues, meeting planning, budget development in the following areas: reentry services, education and vocational services, religious and volunteer services and victim services.
- Planning conferences and/or training meetings, including facilitating weekly institutional conference call.
- Designing and drafting internal and external memoranda, written reports, and other products, as well as reviewing and editing materials created by reentry division staff.
- Coordinating updates related to the content of the TDOC website, including training and technical assistance topics, to inform staff, the general public and our partners about program initiatives
- Staying abreast of emerging trends within prisoner reentry arena.
- Representing the reentry program (or particular projects of the reentry program) through participation in and/or presentations at meetings.
- Maintaining strong relationships with non-profits, consultants, and/or partner organizations and cultivating new relationships with these groups, where appropriate.

Minimum Qualifications:

- Bachelor's degree and three years of full-time professional staff administrative experience.
- Experience may be substituted for the required degree on a year-for-year basis
- Graduate work may be substituted for up to two years of the required experience on a year-for-year basis

Knowledge, Skills, and Abilities

- Commitment to excellence in public service
- Superior research, writing, and editing skills
- Strong oral communication skills, including the ability to effectively present complex information in a concise way
- Excellent interpersonal skills, including maturity, keen judgment, and self-confidence, with a sense of humor and ability to maintain balance and perspective
- Ability to work with people from a wide array of backgrounds and perspectives, as well as an appreciation for the need to address issues in nonpartisan and non-polarizing ways
- Efficient, organized work style and an ability to prioritize quickly and confidently
- Willingness to travel as necessary

To apply, send a resume to Kathy Wood at Kathy.J.Wood@tn.gov

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.