



### **Executive Service Job Posting**

**Job Classification:** Executive Administrative Assistant 1  
**Working Title:** Project Administrative Assistant  
**Location:** Davidson County  
**Salary Range:** \$3045-\$5479 per month  
**Application Deadline:** December 1, 2015

The Tennessee Department of Revenue is seeking to fill an Executive Administrative Assistant 1 position. This position will report to an Assistant Commissioner and will serve as the Administrative Assistant for the Revenue Tax System Replacement Project. In this role, the Project Administrative Assistant will perform administrative duties in support of project operations.

#### **Responsibilities**

- Performs a variety of general project administrative duties
- Records and maintains project meeting minutes
- Maintains project calendar
- Helps coordinate project presentations and recognitions
- Schedules project meetings and rooms
- Maintains a variety of standard records and reports
- Monitors project team leave requests to ensure supervisors have approved
- Monitors inventory of supplies to ensure adequate materials are available.

#### **Experience / Knowledge**

- General knowledge of the agency's activities preferred
- General knowledge of the responsibilities of each business area within the agency preferred

#### **Other Skills and Qualities**

- Self-motivation with the ability to work independently with some guidance

- Willingness to take on responsibility
- Excellent planning and organizational skills
- Flexibility
- Active learning and listening skills
- Excellent interpersonal skills
- Time management
- Effective written communication

Interested candidates should send resumes to Abby Sparks, HR Director at [Abigail.Sparks@tn.gov](mailto:Abigail.Sparks@tn.gov) no later than December 1, 2015.

The Tennessee Department of Revenue is an equal opportunity employer.