



Executive Service Job Posting

Job Classification: Administrative Services Assistant 5
Location: Davidson County
Salary Range: \$3333-5331 per month
Application Deadline: December 4, 2015

The Tennessee Department of Revenue is seeking to fill an Administrative Services Assistant 5 position within the Audit Division's downtown Nashville office. This position will report to an Assistant Commissioner and will be responsible for providing assistance and information to senior staff and personnel of the Administration Unit of the Audit Division.

Qualifications

Ideal candidates will have a bachelor's degree from an accredited college or university and five or more years of full time, increasingly responsible professional administrative experience.

Knowledge, Skills, and Abilities

- Excellent organizational skills
- Effective written and oral communication skills
- Self-motivation with the ability to work independently
- Excellent interpersonal skills
- Time management
- Proficient in Microsoft Word and Excel
- Ability to prioritize multiple tasks

Writing Sample Topic

All applicants must submit a writing sample on the following topic:

Describe a time that demonstrates your skill to anticipate, plan for, and mitigate complex situations.

Please keep all writing sample submissions between 250 – 300 words.

To apply, please forward your resume, transcripts as applicable and writing sample to April Beard at April.Beard@tn.gov no later than December 4, 2015.

The Tennessee Department of Revenue is an equal opportunity employer.