Who we are and what we do:

The mission of the Tennessee Department of Health is to protect, promote and improve the health and prosperity of people in Tennessee.

Our vision is to be a recognized and trusted leader, partnering and engaging to accelerate Tennessee to one of the nation's ten healthiest states.

The Division of Laboratory Services' mission is to provide quality testing services through innovation, collaboration, and education that protects and improves the health of all.

Pursuant to the State of TN's policy of non-discrimination, the State of Tennessee does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activates.

TDH Laboratory Services

TN Department of Health

Administrative Services Assistant 2

Department of Health, Division of Laboratory Services (DLS)
Salary Range: $30,156-$48,216

Key Responsibilities:

- Responsible for staff administrative work of average difficulty in support of training, safety, quality, and the Laboratory Response Network coordinator; and performs related work as required.
- Work includes a variety of assignments such as: assisting in training development, preparing agendas, assignment monitoring, record documentation and retention, maintenance of records and contact lists via spreadsheet, review of external publications, organizing and filing, workshop preparation, and hands on assembly of job aids and uploading of documents into electronic document control system.
- Reviews records and reports to ensure accuracy, completeness, and adherence to standards.
- Performs a variety of general staff administrative duties to support program operations.
- Schedules meetings and trainings, including room reservations and invites, and takes and prepares minutes from said meetings.
- Facilitates communication between laboratory consultant group and those individuals participating in laboratory-sponsored trainings and/or workshops.
- Utilizes appropriate computer programs to accomplish administrative activities to include, but not limited to Microsoft Office and Adobe.
- May train less experienced staff.

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree.
- Qualifying full-time increasingly responsible sub professional, para-professional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.
- Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis. OR One year of professional administrative services experience with the State of Tennessee.

Required Experience:

- Equivalent to one year of full-time professional staff administrative and/or analytic experience.
- Laboratory and/or Public Health experience preferred, but not required.

To apply, please visit: https://www.tn.gov/careers.html