

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 activities.

TDH Laboratory Services



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 line operations; and performs related work as required.
- Performs general staff work in the area of administrative services and support of line operations.
- Work includes a variety of assignments such as: budget development and maintenance; contract negotiation, development and monitoring; personnel administration; research; planning; information compilation and dissemination; procurement and property administration; grant proposal review and monitoring; forms design; and report and correspondence preparation.
- Reviews records and reports in order to ensure accuracy, completeness, and adherence to standards.
- Performs a variety of general staff administrative duties to support program operations.
- May make recommendations on staff employment, retention, promotion, demotion, and other human resources actions.
- Reviews operating budgets to determine the agency's budgetary needs.
- Serves as a liaison between the agency and the general public, persons in other state departments and divisions, officials, and entities outside the organization in order to explain matters of procedure and regulation.
- Utilizes appropriate computer programs to accomplish administrative activities.
- 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.

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