Executive Administrative Assistant
Office of Assistant Commissioner of Rehabilitative Services

JOB ANNOUNCEMENT: Executive Administrative Assistant (EAA) 1, Executive Service, Salary Grade 104, Salary Range $3,075 to $5,535.

This position reports directly to the Assistant Commissioner of Rehabilitative Services for the Tennessee Department of Correction (TDOC). The Assistant Commissioner of Administration Rehabilitative Services oversees TDOC’s Offices of Clinical Services (Health, Behavioral Health and Substance Use) and Offender Development and Rehabilitation (Reentry Services, Education, Volunteer Services, Religious Services, Risk Needs Assessments, and Program Quality Assurance).

The responsibilities of this role include: coordinating projects that are related to any of the areas that the Assistant Commissioner leads; collaborating with various stakeholders from inside and outside the agency; facilitating discussions, training, and professional development programs; and assisting the Assistant Commissioner or the division’s directors in completing projects. This includes project development and management to include developing goals and deadlines monitoring progress. The Executive Administrative Assistant must participate in the policy review process by reading, reviewing, and making recommendations about policy to the Assistant Commissioner. The EAA also coordinates the two areas Customer Focused Government plans.

Preferred competencies for this position include: Dealing with ambiguity, perspective, problem solving, managing through systems, organizing, informing, priority and time management, conflict management, action oriented, drive for results, approachability, political savvy, and comfort around higher management.

This position is located at the TDOC Central Office in Nashville.

Minimum Qualifications:

- Experience equivalent to four years of increasingly responsible full-time professional administrative experience
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage work load to meet specific timeframes and deadlines
- Exceptional writing and communication skills required
- Strong presentation skills

To apply, submit the following to the Merita Vest at merita.vest@tn.gov

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to the minimum qualifications listed above

Closing: Applications will be accepted until the close of business on Tuesday, May 1, 2018.

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.