

Administrative Assistant 1

Division of Child Care Services

Job Location:

Davidson County (HYBRID)

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by October 5, 2026.

About Position:

The Administrative Assistant 1 (AA1) will provide administrative support for the Child Care Services Director. The AA1 will perform designated administrative duties to support program operations within the Child Care Services division. This position is critical to providing continuity of communication for the Child Care Services Director with the team.

The AA1 reports directly to the Director of Child Care Services.

Responsibilities:

- Serves as liaison between Child Care Services and other DHS programs, state officials, and federal partners such as the Administration for Children & Families, community and private partners, and the public. Interactions will include providing information on policies, procedures, and regulations.
- Performs a variety of general staff administrative duties to support program operations.
- Provides external and internal training of procedures and guidelines as needed.
- Analyzes, interprets and enforces existing policies and procedures.
- Reviews work of others to determine program requirements are met.
- Monitors time in Edison to ensure employees have entered time correctly and supervisors have approved all exceptions.
- Inventory- supports purchasing of supplies, materials, manages service awards for the division.
- Works in partnership with other administrative supports within the division to support general HR activities.
- Collects and maintains information for reports and monthly meeting activities.

Qualifications:

- Graduation from an accredited college or university with a bachelor's degree; qualifying full-time increasingly responsible sub-professional experience or paraprofessional or

professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Target Range:

The target range for the Administrative Assistant 1 position is **\$ 43,572 - \$ 54,396**. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Benefits Information:

For more information about employee benefits open our [DHS Employee Benefits brochure](#) in a new tab.

TDHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

TDHS Vision:

To revolutionize the customer experience by growing capacity to reduce dependency.

TDHS Values:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions