

Admin Secretary

Child Support - Central Registry

Job Location:

Davidson County (HYBRID)

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by **October 26, 2026**.

About Position:

The Tennessee Department of Human Services is announcing a vacancy for an Administrative Secretary within the Division of Child Support, Central Registry. This position is responsible for secretarial work of average difficulty; and performs related work as required. This is the highest class in the general secretary sub-series. An employee in this class applies secretarial science techniques to assist an executive in the management of time and in the handling of administrative detail. This class differs from Secretary in that an incumbent of the latter performs work of less scope and complexity and has less responsibility for records and reports. This class differs from those in the Executive Secretary class in that incumbents of the latter have greater responsibility in areas of interpretation and enforcement of secretarial procedures, personal contacts, application of the theory and practice of secretarial science at an advanced level, and performance work of greater scope and complexity.

Responsibilities:

- Performs a variety of routine clerical functions such as compiling/assembling information for dissemination. Types a variety of material of narrative, tabular, statistical and other nature including correspondence, memoranda, abstracts, articles, business, case, legal, medical, and other items.
- Answers questions to provide assistance and direction regarding policies, procedures, and agency information.
- Contacts outside agencies for reference data to ensure accuracy of settlements; researches past purchase orders, contracts, and other items as requested; and contacts vendors for price quotes.
- Audits employee time sheets and business relevant documents for accuracy and completeness.
- Monitors reports and databases, employee requisition lists for hiring process, outstanding purchasing and requisition orders, inventory levels of standard office supplies, and office equipment.

- Communicates by telephone, e-mail, or personal contact. Provides polite and effective customer service to all individuals that contact the agency.

Qualifications:

- Education equivalent to graduation from a standard high school and experience equivalent to two years of increasingly responsible full-time secretarial or office clerical work.

OR

- Qualifying full-time secretarial or office clerical experience may be substituted for the required education on a year-for-year basis; additional qualifying education at an accredited college, business school or technical institute in secretarial science may be substituted for the required experience on a year-for-year basis to a maximum of two years.
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Target Range:

The target range for the Admin Secretary position is **\$39,132 - \$48,972**. 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.

DHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

DHS Vision:

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

DHS Values:

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