

SECRETARY

Child Support Field Operations

Job Location:

Jefferson County

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by **October 19, 2026**.

About Position:

This vacancy is within the Tennessee Department of Human Services (TDHS), Division of Child Support Services. This position is critical to assist in administrative tasks, such as keeping calendar and daily appointments up to date, assist with preparation of meeting minutes, reservations of conference rooms, preparation of Facility Usage Forms and other required duties. This secretarial position will also be stationed at the Dormitory Desk to provide great customer service to students, staff, and guests. Also included in the responsibilities for this position will be to assist hiring managers with scheduling interviews, reference checks, and assist in the preparation of submitting recommendations.

Responsibilities:

- Types a variety of materials, including correspondence, memos, and other documents.
- Reviews all material typed for spelling and grammar and makes suggestions for improvement where appropriate.
- Communicates by telephone, e-mail, or personal contact.
- Retrieves information from files as needed.
- Gathers materials necessary for meetings, interviews, and presentations.
- Answers questions to provide assistance and direction regarding agency information.
- Proofreads documents to ensure accuracy of content.
- Screens and directs calls and visitors to proper services.
- Notifies technicians if office equipment is not functional.
- Provides daily Dormitory Desk and/or Switchboard coverage as assigned.

Qualifications:

- Education equivalent to graduation from a standard high school.

OR

- Qualifying full-time secretarial or office clerical experience may be substituted for the required education on a year for year basis.

Target Range:

The target range for the Secretary position is **\$35,100 - \$43,800**. 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