Job Title: Administrative Assistant 2

Company: Tennessee Department of State Division of Charitable Solicitations and Gaming

Web: [sos.hr@tn.gov](mailto:sos.hr@tn.gov)

Address:

City: Nashville
State: TN
Zip: 37243

Contact Name: Maggie Bahou, SHRM-SCP, SPHR

Contact Title: Director, Division of Human Resources & Organizational Development

Contact Phone: 615-741-7411

Phone Ext:

Fax: 615-253-5536

Salary: $2,500 per month plus State of Tennessee benefits package

Days:

Hours:

Job Description:

**Duties and Responsibilities**

- Input registration/fee information into database.
- Prepare daily reports of fee receipts; sort and distribute mail.
- Compile statistical reports; prepare and mail notices and other information to registrants.
- File, copy, maintain inventory and order supplies.
- Assemble registration packets; respond to customer requests.
- Perform other duties as required.
Minimum Qualifications

Education and Experience:
- Graduation from an accredited college or university with a bachelor's degree; or associate's degree and two years qualifying full-time increasingly responsible experience; or qualifying full-time increasingly responsible experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.
- Additional coursework in public or business administration or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Knowledge and Abilities:
- Demonstrated experience with MS Word, Excel and other MS products.
- Knowledge of clerical office methods and procedures, standard business English, spelling and arithmetic.
- Ability to communicate information to the public in a professional manner both orally and in writing.

Physical Requirements:
- Good hearing, vision and manual dexterity.

Health, Safety and Materials Security:
- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect materials, property, and/or materials from loss, mutilation or theft.

Contact Method:
To apply, please email your letter of interest and resume to the Director of Human Resources
sos.hr@tn.gov

Job Type: Full-time

End/Removal Date: August 28, 2015