

Administrative Services Assistant 3

Job Brief:

Under general supervision, is responsible for professional staff administrative work of considerable difficulty and supervisory work of routine difficulty in support of line operations; and performs related work as required. This is the first supervisory class in the Admin Services Assistant sub-series. Incumbents in this classification often supervise professional and sub professional staff in accomplishing administrative services and related departmental functions. Certain assignments with no supervision of professional staff may be included in this class when the work performed is of considerable scope and complexity. This work involves considerable responsibility for developing, implementing, and enforcing pertinent policies and procedures. This class differs from that of Admin Services Assistant 2 in that incumbents of the latter function at the working level and perform work of lesser scope and complexity. This class differs from that of Admin Services Assistant 4 in that incumbents of the latter function with a higher degree of independence and have greater scope and impact in the areas of policy development, fiscal control, and personal contacts. This class differs from that of more specialized classes that perform administrative services related and analytic duties in that incumbents of the latter perform these duties within a specific, limited field and function as analytic specialists, rather than generalists.

Job Duties:

Developing Objectives and Strategies:

Assists in developing policies and procedures for implementing new or modifying existing administrative services programs and activities.

Monitoring and Controlling Resources:

Prepares budgets for the agency.

Reviews operating budgets to determine the agency's budgetary needs.

Monitors the agency's purchase orders to ensure accuracy, completeness, and compliance.

Conducts grant administration and monitoring to ensure compliance with grant requirements.

Maintains appropriate records of agency inventory and property.

Making Decisions and Solving Problems:

Resolves problems according to agency policies and procedures.

Interacting with Computers:

Utilizes appropriate computer programs to accomplish administrative activities.

Communicating with Persons Outside Organization:

Serves as a liaison between the agency and the general public, persons in other state departments and divisions, officials, government representatives, and entities outside the organization in order to explain matters of procedure and regulation.

Prepares and edits organizational publications for a variety of audiences.

Guiding, Directing, and Motivating Subordinates:

Writes job plans to ensure performance objectives are established.

Conducts performance evaluations to provide feedback on employee performance.

Supervises staff.

Staffing Organizational Units:

Makes recommendations on staff employment, retention, promotion, demotion, and other human resources actions.

Communicating with Supervisors, Peers, or Subordinates:

Communicates managerial directives to program operations to ensure their enforcement.

Studies operations and services to make suggestions to management for improvements.

Communicates project status or other relevant information to supervisors on a regular basis.

Coordinating the Work and Activities of Others:

Supervises a program function of significant scope and impact.

Supervises the preparation and maintenance of a variety of pertinent records and reports.

Performing Administrative Activities:

Performs human resources administration in one or more of the following areas: employee relations, affirmative action, recruitment, employee development, and training.

May act as the Administrative Services Officer or the Assistant Administrative Services Officer based on the complexity of the administrative services operation and the size of the agency.

Plans programs to meet agency objectives.

Performs a variety of general staff administrative duties to support program operations.

Coordinates printing services, mail services, or stores and warehousing services for the agency.

Conducts space planning and facility management to ensure environment, health, and safety standards are met.

Documenting/Recording Information:

Prepares records and reports to meet agency needs.

Reviews records and reports in order to ensure accuracy, completeness, and adherence to standards.

Maintains agency records based on established guidelines.

Scheduling Work and Activities:

Makes work assignments to staff in order to achieve agency objectives.

Training and Teaching Others:

Trains subordinate staff.

Analyzing Data or Information:

Interprets and enforces existing policies and methods.

Analyzes pertinent policies and procedures to make recommendations for improvements.

Analyzes the organization, economy, efficiency, and quality of agency operations and services to make recommendations for improvements.

Getting Information:

Conducts research in one or more of the following areas to obtain relevant information: fiscal, economic, non-technical legal, legislative, and publications.

Requirements and Skills:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to three years of increasingly responsible full-time professional staff administrative experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, 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.

OR



Two years of increasingly responsible professional administrative services experience with the State of Tennessee.

Necessary Special Qualifications: Positions within the Division of Rehabilitation Services of the Department of Human Services will be required to:

1. Complete a criminal history disclosure form in a manner approved by the appointing authority;
2. Agree to release all records involving their criminal history to the appointing authority;
3. Supply a fingerprint sample prescribed by the TBI based criminal history records check;
4. Submit to a review of their status on the Department of Health's vulnerable persons registry.

State of Tennessee Careers Portal Page:

If you want to search job openings for the entire State of Tennessee, [click here to visit the State of Tennessee Careers Portal](#).

To see all of the current job listings for our department (Labor & Workforce Development) on the Careers Portal page:

- In the Keyword box, type "Labor & Workforce Development"
- Leave the Location box blank
- Click "Find Jobs"