

Administrative Support Assistant III

Located in Nashville, Tn.

The Institute for Public Service, County Technical Assistance Service is seeking an administrative assistant III. This position through County Technical Assistance Service provides assistance to the Tennessee County Services Association, Tennessee County Highway Officials Association, Association of County Mayors, and Tennessee County Commissioners Association. This is accomplished through providing direct response to customers for assistance, assists in coordinating association annual, regional, and quarterly meetings, association training sessions, assist in maintaining technological updates for customers, including web site information, and weekly electronic publication production, administrative support to the association executive directors. Attend meetings on behalf of associations at various levels of county and state government across the state. Recording of input to conference/association management system. **The position is located in Nashville, TN.**

This position requires a high school diploma and five years in office administrative work, preferably with governmental organizations. The five years should include experience dealing with customers and outside stakeholders. Must possess excellent interpersonal and communication skills, excellent organization skills, and experience with computer programs using Microsoft Office word processing and spreadsheets. Must be able to proofread and have good writing skills. Must have a valid driver's license.

Please apply electronically to the following link:

https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?job=15000000BI