



TENNESSEE DEPARTMENT OF EDUCATION

Job Posting

Position Title:

Administrative Services Assistant

Reports To:

Administrative Services Manager

Location:

West Tennessee School for the Deaf
100 Berryhill Drive
Jackson, TN 38301

Position Description:

This position works under the general supervision of the Administrative Services Manager and performs accounting and clerical work of average difficulty involving bookkeeping principles to a variety of financial records and documents and performs related work as required by the supervisor. Employee will work in the Business Office at the West Tennessee School for the Deaf with major portion of job responsibilities being procurement. Individual hired will be required to attend workshops in Nashville, as needed, for Edison Training used by the state for business processes, and other pertinent training as well.

Specific Position Responsibilities:

- Purchases all supplies, equipment, and services for the school by preparing requisitions, purchase orders, and receipts. Screens all requisitions and purchase orders for accuracy and proper justification and approvals.
- Writes and maintains Agency Term Contracts when required by the Central Procurement Office, writes product specifications for use in bidding competitively with vendors for supplies, equipment, and services. Serves as a liaison between the agency, Central Procurement Office, and vendors for procuring and/or amending contracts.
- Tags property and maintains current and accurate asset inventory (State and Federal Funds) and a separate inventory of consumable supplies received and stored at WTSD. Processes surplus property according to specific guidelines provided by the Property Division.
- Maintains all travel regulations and policies and assists all employees with expense report processing and ensures all documentation is attached.



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- Assists the Business Manager to keep all safety policies and procedures updates as required.
- Reconciles the checking account statements monthly, maintains all Accounts Receivable and Cashiering functions.
- Performs a variety of general staff administrative duties. Assists in benefits administration and recordkeeping. Assists the Business Manager, which affects the budget and finance of the school, either in budget and fiscal monitoring or in staff work.
- Provides backup for the Agency Timekeeper and School Secretary.
- Participates in trainings that will educate the employee on any changes from the Purchasing Division/Central Procurement Office and in any training needed within the Edison system.
- Other duties as assigned.
- Participates in Sign Language classes.

Preferred Qualifications:

- A valid State of Tennessee driver's license is required when driving on campus whether in a personal car or state vehicle.
- Applicant must be willing to be fingerprinted and required to have a TBI/FBI background check. In addition, background checks will be conducted through the Tennessee of Registry of Sexual Offences, the Tennessee Registry of Abuses, and the Tennessee Child Protective Services Background Check.
- Bachelor's Degree and one (1) year experience of procurement related work.
- Effective interpersonal and organizational skills
- Strong oral and written communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Applicants must become proficient in sign language at the level established for this position. Training will be provided.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork



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Salary and Benefits:

Salary range is \$2,197 - \$3,515 monthly. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Vickie Rudder, rudderv@tennk12.net.

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