

# Announcement

To: All Qualified Candidates  
From: Michael Humphreys, Assistant Commissioner for Insurance  
Re: Now Hiring for an Administrative Services Assistant 4  
Date: August 18, 2015

The Department of Commerce and Insurance's Insurance Division is seeking an energetic individual to serve in an executive service capacity as an Administrative Services Assistant 4, functioning as an assistant to executive leadership. This position coordinates between Division leadership and outside interested parties, including attorneys, lobbyists, and insurance consumers. The applicant must be comfortable working under pressure as the turnaround time for work products can be tight during legislative session. The applicant should also have strong organizational skills to manage internal document tracking systems. The ideal candidate has strong interpersonal, communication and customer service skills, a college degree, proofreading and scheduling experience, and a desire to be a professional executive administrative assistant. Edison timekeeping experience is considered a plus, but is not required for an otherwise outstanding candidate. The position's salary ranges from \$36,000 to \$47,000 annually and is commensurate with education and experience. The position's schedule is flexible with an ability to come in at 8:00 or 9:00 a.m. to depart at 4:30 or 5:30 p.m.

Cover letters expressing an interest in the position and describing past experiences and resumes should be sent to Ashton Bode at [Ashton.bode@tn.gov](mailto:Ashton.bode@tn.gov) by September 1 at 4:30 p.m.

The Department of Commerce and Insurance is an Equal Opportunity Employer.