

OMS Support Specialist

The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service OMS Support Specialist, which starts at \$2,416 per month. This position is with the Office of Management Services (OMS) and is responsible for a variety of administrative and human resources support work of average difficulty for the Office of Management Services (OMS). This position also performs other related duties and projects as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

Education and Experience

Education equivalent to graduation from a standard high school and one (1) year of full time work experience. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

Certifications and Licenses

Certified Administrative Professional (CAP) designation encouraged.

MAJOR RESPONSIBILITIES:

- Provide administrative support to OMS Director including reception, answering phones, accepting deliveries, distributing mail, duplication, meeting preparation, scheduling, updating the date/time machine, special projects and record keeping.
- Coordinate administrative office functions including purchase requests for office supplies, covering reception and/or phones at the Capitol, contact lists and distribution of mailers such as birthday and holiday cards.
- Maintain OMS organizational charts.
- Provide reception support to other divisions as needed.
- Schedule and coordinate agendas for OMS leadership and staff meetings, as well as meetings held by the OMS Director.
- Assist with OMS employee functions such as Care Fund, OMS Highlights and OMS Culture Club.
- Assist with coordinating, planning and implementing office-wide trainings and events.
- Review intranet and document content for areas that may require update.
- Coordinate planning efforts for OMS events and activities for employees.
- Assist in various pre-employment and onboarding processes including Orientation packets, ID badges and photos, parking decals and transit cards.
- Administer and oversee the Time & Labor processes for the Comptroller's office.
- Process employee separation and transition files to appropriate record locations.
- Maintain HR filing, scanning and records organization, including coordinating with HR leadership on records disposition.
- Collect annual conflict of interest disclosures and other employee policy acknowledgements as assigned.
- Produce and distribute monthly salary roster for leadership.
- Maintain centralized HR contact list such as contacts for the Department of Human Resources, Retirement, Benefits, Payroll, etc.
- Assist in posting and maintaining job advertisements on various educational and career search websites.
- Serve as a back-up to other HR processes.
- Maintain confidentiality in all activities.
- Conduct appropriate quality assurance processes to ensure accountability.
- Seize process improvement opportunities to streamline workflows and improve accuracy.
- Maintain and continually improve individual contribution to a service-oriented culture that supports customers and leadership.
- Communicate clearly and frequently with leadership, team members and customers.

- Utilize a high degree of tact and diplomacy within all interactions.
- Continually assess and communicate risk. Take action as assigned to document, control and mitigate identified risks.
- Use a variety of reporting methods to ensure compliance with relevant laws, rules, regulations, standards, best practices and policy.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The candidate should possess excellent verbal and written communication skills, outstanding organizational skills, and work well in a team environment. Candidates should possess the ability to work collaboratively with multiple levels of the organization. The candidate must be customer service oriented and demonstrate the character of a team member wanting to assist. Customer service skills must include friendliness, patience and compassion. A successful employee in this position will consistently demonstrate poise and a professional demeanor. Candidates should be detail oriented, should thrive in a fast-paced environment and should welcome and/or lead change while placing accuracy, consistency, confidentiality, and integrity at a very high priority.

Candidates should possess the following problem solving skills and results orientation:

- Successfully identify, analyze and solve problems
- Approach problems in a positive manner
- View impediments as solvable challenges
- Show patience in dealing with complex and time-consuming issues
- Identify practical solutions
- Resolve issues in a timely manner
- Analyze possible obstacles in order to identify solutions
- Keep supervisors apprised of status changes
- Process information in a disciplined and structured manner to ensure consistency

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.

Please submit resume with unofficial college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov through end of business on Wednesday, February 10, 2016.

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.