



Executive Service Position Announcement  
Administrative Services Assistant 5  
Monthly Salary Range: \$3,366- \$5,384  
Application Deadline: April 4, 2016

The Tennessee Department of Revenue is seeking a highly qualified and motivated individual for a full-time Administrative Services Assistant 5 position in the Tax Enforcement division, located in the Department's central office in Nashville. This executive service position is a salary grade 28 on the basic pay plan, with a monthly pay range of \$3,366- \$5,384 and an annual pay range of \$40,392-\$64,608. The starting salary for the appointee will depend on the individual's experience and education.

The Tennessee Department of Revenue is responsible for the administration of state tax laws and motor vehicle titling and registration laws. The Department collects approximately 87% of state revenue, enforces the revenue laws fairly and impartially in an effort to encourage voluntary tax compliance, and apportions collections to the various state funds and local units of government.

Principal Duties and Responsibilities

- Monitor expenditures for budget compliance
- Compile monthly division status report
- Maintain security access for division staff
- Manage hiring process for division
- Coordinate meetings and maintain schedules for executive management
- Perform a variety of general staff administrative duties to support program operations
- Prepare records and reports to meet agency needs

Education and Experience

- Graduation from an accredited college or university with a bachelor's degree
- 4+ years of professional administrative experience preferred
- Proficiency in Microsoft Word, Outlook, and Excel

To apply, please email a letter of interest (detailing your qualifications for the position) and current resume **no later than April 4, 2016**, to:

Rosie McClurkan, Director of Tax Enforcement  
Tennessee Department of Revenue  
[Rosie.McClurkan@tn.gov](mailto:Rosie.McClurkan@tn.gov)

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.