

**Tennessee Bureau of Workers' Compensation**  
**Executive Administrative Assistant 1**

**Job Title:** Executive Administrative Assistant 1 (working title: Communications Specialist)

**Objective:** The Bureau of Workers' Compensation is seeking an Executive Administrative Assistant 1 to assist in the Administrative Unit of the Bureau. The position is located in Nashville, Tennessee.

**Responsibilities:**

- Assist the Bureau leadership in developing written communications, as needed.
- Research, edit, request clarification and obtain graphics and/or photographs for publications.
- Assist in developing materials for conferences held by the Bureau.
- Assist with creating videos and photography during conferences, develop an APP for conferences, develop proficiency in WebEx and serve as primary contact to assist employees within the Bureau.
- Ensure all relevant Bureau activities and announcements are posted on social media sites such as Twitter and Instagram.
- Assist staff with the creation of Power Point presentations for speaking events, legislative hearings and other related meetings.
- Monitor and advise the Departments' webmaster on the design, layout, and updates for the Bureau's webpage.

**Minimum Qualifications:**

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to 5 or more years of professional staff administrative experience.

Substitution of Experience for Education: Qualifying full-time sub-professional, paraprofessional, or professional experience may be substitute for the required education on a year-for-year bases, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework may be substituted for the required experience, on a year-for-year basis, to a maximum of two years. OR four years of increasingly responsible professional administrative services experience with the State of Tennessee.

**Essential knowledge, skills, and abilities:**

- Ability to function well under tight deadlines.
- Prepare clear and thorough written work products.
- Ability to maintain harmonious working relationships.
- Ability to maintain confidentiality.
- Please respond with a resume and a letter outlining why you are interested in this position by June 17, 2016 to: [B.Jeff.Francis@tn.gov](mailto:B.Jeff.Francis@tn.gov).