



Administrative Services Assistant 2
Division of Radiological Health
X-Ray Registration Program
Annual Salary Range: \$42,504 – \$63,600

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

About the Division of Radiological Health (DRH):

The Division of Radiological Health is responsible for protecting Tennesseans and the environment from the hazards associated with ionizing radiation. This responsibility encompasses regulating the use and possession of radioactive materials and radiation producing machines within the state, as well as responding to accidents involving radiation. The Division regulates and interacts with, medical, academic, industrial, and nuclear safety professionals. In addition, the Division monitors the environment for radiation, especially around nuclear facilities, and other major radioactive material users.

Are you seeking an opportunity to join a collaborative team with the State of Tennessee? The Division of Radiological Health has an excellent opportunity to work with a diverse team and professional client base at our Central Office located in Nashville, TN. This position is part of the X-ray Registration program of the Division and will perform professional administrative duties which include registering x-ray producing machines, handling a high volume of calls, transactions, and inquiries on a daily basis, and as well as other highly required skilled duties for the Division to meet its daily mission of serving the citizens of Tennessee. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in the office.

Preferred candidates will have excellent computer knowledge, customer service, and time management skills and who can effectively communicate with a diverse customer base as the position works with external and internal customers. To apply for this position: <https://www.tn.gov/careers>.

Highlighted Responsibilities

- Register all x-ray producing machines that are possessed within the State of Tennessee. Maintain the integrity of internal and external databases ensuring timely and accurate information is recorded.
- Provide support for answering questions regarding x-ray registrations, certified registrations, registered inspectors, and questions from x-ray machine installer/service providers and registrants.
- Convey clear and accurate information regarding registration fees assessed by the Division when communicating with internal and external customers on invoicing inquiries.
- Assist in ensuring invoicing inquiries are addressed in an effective and timely manner.
- Collaborate with Division staff to provide administrative team support when needed.
- Utilize Microsoft 365 Word, Excel, and internal databases and other office equipment on a daily basis.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.