

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.

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 Office of General Counsel (OGC):

TDEC's Office of General Counsel has over 30 team members who support TDEC's mission through the Talent, Dedication, Engagement, and Character of its staff by providing exceptional services as partners and facilitators to both internal and external clients and stakeholders. OGC staff exhibit:

Talent – knowledge, experience and intellectual attainment, creativity and skill in negotiation, investigation, and problem solving.

Dedication – hard work and persistence.

Engagement – communication and involvement with programs to provide better services.

Character – ethical behavior and a high value placed on serving the public and fairness in interactions.



Executive Administrative Assistant 2 Office of General Counsel Nashville Central Office Annual Salary Range: \$69,000 - \$100,000

Looking for an opportunity to work with a collaborative team at the Tennessee Department of Environment and Conservation (TDEC)? TDEC's Office of General Counsel (OGC) is seeking to add an Executive Administrative Assistant 2 to its team in the downtown Nashville Central Office. OGC has a welcoming and collaborative culture focused on development and fostering success among its staff. This is an exciting opportunity for an experienced administrative professional to join a mission-driven team focused on delivering quality work in accordance with the highest ethical standards while enjoying an excellent work-life balance.

This hybrid in-person/remote Executive Service position provides administrative support to OGC. The candidate must be detail-oriented, exceptionally organized, proactive, self-directed, and able to handle multiple tasks simultaneously. The position requires proven experience in a fast-paced, quickly-changing environment, flexibility, problem-solving skills, excellent verbal and written communication skills, and the ability to maintain confidentiality.

A bachelor's degree and at least three years of staff administrative experience is preferred, with substitutions of experience for education. To apply please attach a resume and cover letter to your application. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Support managing attorneys in the office by scheduling meetings and assisting with travel arrangements; preparing information needed for meetings; maintaining files; and serving as point of contact for documents requiring approval or signature.

Highlighted Responsibilities (continued):

- Provide comprehensive office management support with space planning and usage, technology and supply ordering, invoices, human resources transactions, time reporting, and entering expense claims.
- Draft, review, and edit documents and correspondence.
- Plan, execute, and assist with office events, including space reservations, staff accommodations, food/supply ordering, set-up, and clean-up.

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.