

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 by managing regulatory programs that maintain air, water, and soil quality standards while assisting 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 Tennessee State Parks:

From its beginning in 1937, Tennessee State Parks were established to protect and preserve Tennessee's unique natural, cultural, and historic resources. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks to preserve and protect valued resources and provide a balance of services and benefits for the enjoyment of the people.



Administrative Services Assistant 3 Bureau of Conservation Annual Salary Range \$47,496 - \$71,400

Are you seeking an opportunity to work with a collaborative, diverse team in the Tennessee State government? Are you interested in protecting our environment, public health, and water quality? This may be the perfect administrative opportunity for you. The Bureau of Conservation Team has a position in our Central Office in downtown Nashville, TN. The position will work primarily from the office until the completion of a six-month training period. The position supports Tennessee State Parks primarily by managing and tracking Commercial Use Agreements (CUA).

The preferred candidate will enjoy repetitive routine tasks with incremental changes and have experience performing various administrative functions. This position provides administrative support functions requiring proficiency using Microsoft Office 365, specifically Word, Excel, PowerPoint, and SharePoint. The preferred candidate will also have experience with FormStack and webpage maintenance. 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:

- Analyze tax documents to determine market fee payments for all CUA permits to ensure they meet departmental and state laws and policies.
- Maintain monthly record reports for payment documents associated with CUA permits.
- Create FormStack documents for the Bureau of Conservation programs to collect information.

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.