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 Tennessee State Parks
From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. 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 in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.

Administrative Services Assistant 1
Bureau of Parks and Conservation
Strategy and Support
Annual Salary Range: $27,324 – $43,740

Are you looking for an opportunity to work with Tennessee communities to enhance their parks and recreation services? We have an outstanding opportunity to provide support to a multi-faceted team that includes field consultants, recreation professionals, technical specialists, and executives. This position is based in the TDEC Central Office in Nashville with a flexible schedule that includes 3 days in the office and the remainder of the week with the option to work remotely.

The preferred candidate is currently an administrative professional who enjoys challenges, as well as, learning new technologies and being part of a diverse team. Great customer service skills are a plus. This position provides administrative support functions requiring a strong knowledge and use of Microsoft Office Word, Excel, and Outlook. An understanding of records management or records retention, experience creating in Formstack, and a familiarity of grant management is desired. To apply for this position visit: http://www.tn.gov/careers.

Highlighted Responsibilities:
- Provide administrative functions, including procurement activities, contract tracking, and information gathering
- Track and record various park activities including Special Use Permits and Special Arrangement Requests
- Create and update reports regarding park visitation
- Track grants and contracts expenditures
- Respond to customer inquiries submitted to the Parks and Conservation public email account
- Provide assistance regarding records management and retention for various programs and participate in the transition to digital storage

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.