

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 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.



Clerk 3 David Crockett State Park Annual Salary: \$30,972

Are you looking for an opportunity to work with Tennessee State Parks (TSP)? We have an outstanding opportunity to work in a beautiful work environment at [David Crockett State Park](#) in Lawrenceburg, TN. This park spans approximately 1,400 acres and features two waterfalls and various public facilities, such as an event venue, camping, cabins, and a museum.

This position is part of the customer service team and is responsible for front desk staffing, providing information about the park, and promoting park features and events through social media. Candidates must possess a high school diploma or equivalent and two years of responsible full-time clerical work. Qualifying full-time clerical experience may be substituted for the required education. 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:

- Utilize software to accurately document customer reservations and process financial transactions confidentially.
- Accept and maintain reservations for campgrounds, group campsites, cabins, programs and events; and coordinate large groups as needed.
- Maintains a working knowledge of the amenities and features of the park to manage visitor expectations and experiences.
- Serve as a point of contact for camp hosts, maintenance/housekeeping personnel, park rangers, and other internal or external partners.
- Manage the retail space in the Front Office and complete Gift Shop transactions.
- Provide support for special events in the park, including social media posts.

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.