

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 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.



Account Clerk Harrison Bay State Park Annual Salary: \$34,752

Tennessee State Parks are some of the most beautiful in the United States. We have an exciting opportunity to work in a stunning environment at Harrison Bay State Park in Hamilton County. The park features over 40 miles of shoreline along Chickamauga Lake, the Bear Trace Golf Course, and recreational activities that include hiking, camping, kayaking, and more.

This position is responsible for managing all financial aspects of park operations and providing support to various administrative tasks across different work groups. The ideal candidate should demonstrate strong coordination and communication skills with all staff, possess excellent customer service and organizational skills, and have the ability to multitask. Proficiency in the Microsoft Office Suite and a strong command of general office skills are required. Candidates must possess an education equivalent to graduation from a standard high school and experience equivalent to one year of routine bookkeeping, or routine clerical auditing work; qualifying experience or education may be substituted for the required education, on a year for year basis. 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:

- Provide financial administration support for the park, including processing daily deposits, assisting with monthly till reports, maintaining administration of park accounts, and handling refunds and corrections.
- Assist with visitation reports, records management, inventory management, and any other department reports as requested.
- Answer the main park phone line and deliver excellent customer service to park guests over the phone or in person with walk-ins.
- Provide administrative staff support that include managing Special Use Permits, assisting with the park office gift shop, and assisting with procurement as requested.

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.