

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 together 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, aiding 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 to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



Account Clerk Meeman-Shelby Forest State Park Annual Salary Range: \$24,792 – \$39,660

Are you looking for an opportunity to work with Tennessee State Parks? Our Tennessee State Parks are among the most beautiful parks in the United States. We have an outstanding opportunity to work in a beautiful work environment. This position is located at Meeman-Shelby Forest State Park, located in Millington, TN and provides general accounting and gift shop support for the park. We are seeking candidates who take initiative, are disciplined, and work effectively in a team to provide outstanding customer service to our guests of our campgrounds, cabins, group camp, lodge, visitor and nature centers and picnic shelters.

The preferred candidate will possess a strong work ethic, be self-motivated, and can effectively handle multiple tasks and assignments daily. The position requires excellent customer service skills and will require development of knowledge of the amenities of the park to share with guests of the park. This position provides office support functions. Preferred candidates will have a strong knowledge and use of Microsoft Office 365. The position may require working nights, weekends, and/or holidays. 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 may be substituted for the required education, on a year for year basis. To apply for this position visit: <http://www.tn.gov/careers>

Highlighted Responsibilities:

- Greet customers entering the Park Office, connect them with the appropriate staff member, and provide requested materials or information.
- Work the Front Desk at the Visitor Center when required. Provide great customer service by answering calls, assist with reservations, and respond to guest questions regarding park resources.
- Collaborate with other administrative staff in the preparation of reports, file maintenance, preparation of bank deposits, and the processing invoice payments.
- Assist managing the gift shop. Help maintain office, gift shop and park supplies.
- Create and distribute park correspondence such as memos, letters, and forms. Sort and distribute incoming mail.

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.