

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.



Clerk 2

T.O. Fuller State Park

Annual Salary Range: \$27, 504 - \$41,196

Are you looking for an opportunity to work with Tennessee State Parks? Tennessee State Parks are among the most beautiful parks in the United States. We have an outstanding opportunity to work in a beautiful and cooperative work environment. This position is at T.O. Fuller State Park in Memphis, TN, named after influential Memphian Dr. Thomas Oscar Fuller. The Park has primitive and R.V. campgrounds, two bathhouses, a visitor's center, an interpretive center, picnic shelters, and other day-use facilities.

The preferred candidate will possess a strong work ethic, be comfortable working with diverse teams, handle multiple tasks and assignments daily, have customer service experience, and have a general knowledge of park operations and activities. The selected candidate will be required to develop a working knowledge of the Park's amenities to share with guests. Education equivalent to high school graduate and one year of full-time clerical experience required.

To apply for this position, visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Provide customers with information about the park and the surrounding area and enter reservations.
- Assist with gift shop sales, merchandising, restocking, and ordering.
- Perform daily cash register checks including counting the change fund at the beginning and end of each shift and verifying daily sales revenue.
- Operate TSP's Itinio point of sale and reservation system.
- Maintain appropriate inventory for the gift shop and assist with required inventory counting and reporting.
- Communicate with management, maintenance, and other teams to ensure visitor needs and maintenance issues are reported and resolved quickly.
- Complete other administrative duties such as making bank deposits, receiving inventory, and maintaining vendor files.

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.