

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 3: Gift Shop Operations TO Fuller State Park Annual Salary Range: \$30,204 - \$45,300

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. The historic TO Fuller State Park in Memphis provides wonderful experiences for people to get out and enjoy nature and wild spaces while making cherished memories. The Clerk 3 position at TO Fuller will oversee daily gift shop sales, assist in training seasonal staff, greet park visitors, give information, and provide administrative support to the staff.

The preferred candidate will have experience working in a customer service capacity, interacting with the public, sales experience, and general administrative skills. The position requires excellent customer service skills and will require the development of knowledge of the park's amenities to share with guests. The ability to handle multiple daily tasks as assigned is an important competency, and candidates must be proficient in basic computer skills. Education required includes a high school or GED degree, and experience equivalent to one year of sales/clerical work is preferred. The position requires work on weekends and holidays on a rotating basis. To apply for this position, visit: <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Greet customers in a positive friendly manner, assist them with their questions and needs, and provide directions, general information, gift shop purchases or call a ranger to assist their needs.
- Handle light administrative duties including making bank deposits, receiving inventory, and maintaining vendor files. Restock and monitor gift shop inventory.
- Reconcile payment card transactions and enter requisitions for purchases.
- Perform a cash register check out at the end of each shift (end of day reconciliation). Count the change fund at the beginning and end of each shift to ensure the cash count is correct.
- Maintain a clean work area.

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.