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.

TN Department of Environment & Conservation | Tennessee State Parks

Clerk 3
Roan Mountain State Park
Annual Salary: $31,284

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 Roan Mountain State Park in Roan Mountain, TN. Located at the base of the majestic 6,285-foot Roan Mountain, Roan Mountain State Park encompasses more than 2,000 acres, dominated by rich hardwood forest along rugged ridges. This park is home to the Miller Farmstead, a National Register of Historic Places Landmark, cabins, campgrounds, bathhouses, a visitor's center, a conference center, and miles of hiking and biking trails.

This position is part of the customer service team and is responsible for general clerical work at the Park Office. This role requires strong customer service skills, organization, attention to detail, and the ability to complete multiple tasks efficiently in a dynamic environment. Additionally, this position requires the ability to work weekends and holidays on a rotating basis.

Candidates must possess a high school diploma or equivalent and two years of increasingly responsible full-time clerical work. Qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis. Preference may be given to those candidates with experience in customer service, retail merchandising and cash handling. 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:

- Greeting guests and providing essential park information, including maps, brochures, and details about local attractions or services.
- Handling guest check-ins for cabins or campsites, ensuring a smooth and welcoming process for visitors.
- Managing housekeeping services for cabins and the conference center to ensure cleanliness and readiness for new guests.
- Operating a point-of-sale (POS) system for retail transactions, including selling merchandise and restocking the sales floor to maintain inventory levels and appearance.

Highlighted Responsibilities (continued):

- Making reservations for park facilities both over the phone and in person, ensuring efficient booking processes for guests seeking accommodation or other services.
- Preparing daily sales reports and handling deposits, ensuring accurate financial tracking for retail operations and park activities.
- Assisting with inventory management of the park's gift shop and other retail operations, ensuring stock levels are maintained and the shop is well-organized.

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.