

## 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, Cove Creek Office, Campbell County Cumberland Trail State Park Annual Salary Range: \$23,628 – \$37,788

The Cumberland Trail became a State Scenic Trail in 1971 and the backbone of the Justin P. Wilson Cumberland Trail State Park in 1998, one of the most beautiful and unique state parks in Tennessee. The Cumberland Trail is a scenic footpath which follows a line of high ridges and deep gorges along or near the rugged, eastern edge of Tennessee's Cumberland Plateau. The trail offers a unique wilderness experience and many scenic views, waterfalls, landscapes, gorges, wildlife, and widely varying flora in 11 counties.

The preferred candidate will possess a strong work ethic, is comfortable working with diverse teams, and competent to 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. The preferred candidate will have previous administrative work experience and strong knowledge of Microsoft 365. The position requires the ability to work on some weekends and holidays. To apply for this position: [www.tn.gov/careers](http://www.tn.gov/careers).

### Highlighted Responsibilities:

- Conduct office functions including taking messages, answering telephones, inputting time sheets, filing, review and distribute mail, maintain contracts, creating documents or forms, order supplies, and other related assigned administrative functions.
- Assist with the operation of the Park's Gift Shop and Park special events and with greeting visitors to the CT Cove Creek Office in Campbell County.
- Maintain, compile, code, categorize, calculate, tabulate, audit, or verify information or data for accuracy and completeness.
- Document and record accurate information by entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic format.
- Use relevant information and individual judgment to ensure events or processes comply with laws, regulations, or standards.
- Explain departmental policies and procedures, interpret rules and regulations to internal and external customers to ensure consistency of information.

*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.*