

**TDEC Administrative Services Assistant 2**  
**Administrative Unit**  
**Annual Salary Range: \$30,156 – \$48,216**

**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 Jackson Environmental Field Office, Administrative Services Division:**

The Jackson Field Office services a twenty-county region- Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Tipton, and Weakley Counties. Administrative Services staff support office-wide functions for thirteen environmental divisions and coordinate facilities management, human resources, IT, fleet management, and public information requests.

Looking for an opportunity to work with a collaborative diverse team in Tennessee State government? Interested in protecting our environment, public health, and water quality? This may be the perfect administrative opportunity for you. The Division of Administrative Services has two positions in our Jackson Environmental Field Office, working daily in the office with technical and administrative staff.

The preferred candidate will have experience performing a wide variety of administrative functions and have competent knowledge using Microsoft Office 365 products. We are seeking a candidate who has excellent computer knowledge, customer service, and time management skills and can effectively communicate with a diverse internal and external customer base. To apply for this preferred service position: <https://www.tn.gov/careers>.

**Highlighted Responsibilities:**

- Serve as back-up support for the front reception area including routing and handling calls and ensuring that all relevant data is properly logged into the appropriate tracking database, using our standard operation procedures.
- Greet customers in person and over the phone; connect customers with the appropriate staff member. Research and provide requested materials or information.
- Provide administrative support for several program areas. Handle Division correspondence, key data, make copies and oversee special projects as required by the technical staff.
- Accept and record customer payments. Update all payment information in the appropriate databases and record in the daily deposit log.
- Assist customers with completing online septic system permit applications as requested.
- Disperse incoming mail and deliveries to appropriate Division and staff
- Prepare and scan paper document files to assist the field office staff to meet strategic digitization goals.
- Maintain database of current hardware inventory and update annually.
- Schedule and coordinate meetings and complete other special tasks as assigned.

*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.*