



#### Who we are:

#### 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 Division of Solid Waste Management (DSWM):

The Division of Solid Waste Management (DSWM) is responsible for protecting the health and environmental quality for all Tennesseans through responsive and effective oversight of waste management activities. DSWM activities are land-based, regulating both solid waste and hazardous waste through specialized programs and functions. These include landfill permits, hazardous waste permits, state remediation program, used oil management, lead-based paint abatement, special waste, universal waste, and annual waste reporting. DSWM also provides technical and financial assistance in the recovery and management of materials for reuse and recycling supporting end users and manufacturers.

### Administrative Services Assistant 4 Division of Solid Waste Management Toxic Substances Unit Annual Salary Range: \$38,472 – \$61,524

Are you seeking an opportunity to work with a collaborative team in Tennessee State government? Are you concerned with protecting our environment and public health? This position is with our Division of Solid Waste Management Toxic Substance Program and is responsible for conducting and coordinating the annual accreditation of individuals, training providers and firms, and providing administrative support to the Division. This position offers the opportunity to work with diverse stakeholders across multiple State/Federal agencies as well as internal customers. The position is located at the Central Office in Nashville, TN. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in the Central Office.

This position requires strong administrative and customer service skills. The preferred candidate will be competent to work in a self-directed environment and comfortable handling multiple tasks and assignments daily. The position demands a thorough knowledge and use of Microsoft Office 365 as well as using a variety of tracking databases. To apply for this position please visit: <https://www.tn.gov/careers>.

#### Highlighted Responsibilities:

- Conduct and coordinate the accreditation of individuals, training courses and firms using departmental database systems.
- Generate and mail invoices and asbestos accreditation applications.
- Evaluate accreditation applications and documents for completeness.
- Operate office equipment used to generate secured documents.
- Revise program forms and form letters for department approval.
- Review revised asbestos and lead-based paint state rules.
- Coordinate the maintenance of office equipment.
- Review and evaluate compliance of documentation and refer potential non-compliance for further enforcement action.
- Retain all files and documents received from the public to support DSWM Central Office operations and State/Federal Regulatory obligations.
- Convert and archive files and documents as required.
- Provide administrative support for leadership within the Division.
- Train back-up staff to support the administrative role.

*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.*