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 Division of People and Organizational Development:
TDEC’s Division of People and Organizational Development exists to support TDEC’s mission by providing fast, accurate, and quality customer service with proactive communication to TDEC employees, their families, state partners, and the public. In every interaction POD seeks to maintain trust by protecting confidential information, modeling and encouraging a civil and healthy TDEC culture, and promoting a safe work environment. POD is comprised of human resources, employee relations, talent management, and payroll.

Administrative Services Assistant 5
Division of People & Organizational Development
Annual Salary Range: $42,408 - $67,836

Looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in playing a major role in supporting TDEC’s efforts to protect our environment and public health? The Administrative Services Assistant 5 for People and Organizational Development (POD) reports to the Executive Administrative Assistant and will work to provide administrative support to the Division. Currently, TDEC employees are working in alternative workstations with the opportunity to schedule time at our Central Office located in Nashville, TN.

The preferred candidate will have excellent customer service and time management skills and can effectively communicate with a diverse internal and external customer base. This position requires strong knowledge and use of Microsoft Office 365 Word, Excel, Teams, and Outlook. Preferred candidates must also possess strong organizational skills and have a willingness to learn new systems and procedures. Other competencies required include strong critical thinking through problem-solving, independent judgment, and being able to work in a self-directed environment. Staff working in HR are routinely entrusted with confidential information. This position requires the ability to observe confidentiality at all times. To apply for this position, visit http://www.tn.gov/careers.

Highlighted Responsibilities:
- Provide administrative support for the different divisions of POD and serve as project manager for maintaining standard operating procedures and handling other human resources processes, policies, and procedures.
- Serve as integral organizer and support for the TDEC Annual Professional Administrative Conference.
- Work with POD’s formalized recruiting efforts including posting positions on social media platforms and collaborating with Tennessee State Parks marketing team in their support of marketing employment opportunities.
- Support the Office of Talent Management by enrolling new employees in mandatory coursework in the Edison ELM system. Assist with confirmation of completed coursework provided by State Parks.
- Assist with payroll, time & labor processes and file digitization efforts.
- Research, review, and manage all components of prior service information. Assist with eVerify employee verifications.
- Work on new projects as assigned by POD leadership.

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.