

## 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 Water Resources (DWR):

The Division Water Resources is responsible for managing, protecting and enhancing the quality of the state's water resources for all Tennesseans through voluntary, regulatory and educational programs. Division activities include establishment of water quality criteria; issuance of permits and certifications; evaluation of monitoring data; conducting inspections; management of financial assistance for infrastructure and oversight activities related to stream channel modification, wetland alterations, dredging, groundwater protection, wellhead protection, safe dams, septic systems, pretreatment, bio solids application, and storm water.



## TDEC Administrative Services Assistant 2 Division of Water Resources Cookeville Environmental Field Office Annual Salary Range: \$30,156 – \$48,216

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 Water Resources has a position in our Administrative Unit at the Cookeville Environmental Field Office, Cookeville, TN 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:

- Greet visitors and direct them to the appropriate staff member.
- Handle the filing and scanning of documents; distribute incoming daily mail.
- Perform routine data entry using internal databases. Resolve any data inconsistencies or missing information.
- Work with scheduling meetings using Microsoft Teams.
- Handle records management functions per state policies.
- Respond to requests for documents or information by internal or external customers.
- Support the division of water with administrative tasks as requested.

*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.*