

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 Administration, Jackson Environmental Field Office:

The Jackson Environmental Field Office services a 16-county region –Benton, Carroll, Chester, Crockett, Decatur, Dyer, Gibson, Hardeman, Hardin, Henderson, Henry, Lake, Lauderdale, McNairy, Obion, and Weakley. Administrative Services staff support office-wide functions for seven environmental divisions and coordinate facilities management, human resources, Information Technology (IT), fleet management, and public information requests.



Administrative Services Assistant 2 Jackson Environmental Field Office Annual Salary: \$43,572

Are you looking for an opportunity to work with a collaborative team at the Tennessee Department of Environment and Conservation (TDEC)? If you enjoy working with the public in a customer service capacity and have effective communication skills, this position serves as a first point of contact for guests of the Jackson Environmental Field Office (JEFO). This position assists customers with inquiries and directs them to the appropriate technical JEFO Administration staff, as well as provide administrative support directly to a division, as needed. Upon completing an initial probationary period, employee will have the opportunity to work a hybrid work schedule, working in alternative workspaces from their home with scheduled time in their assigned office, based upon business needs.

Preferred candidates will be team-oriented; possess excellent time management skills and a strong work ethic; and are flexible and can effectively handle multiple tasks and assignments that change daily. The position requires knowledge and experience using Sharepoint, Adobe, and Microsoft 365. Candidates will have graduated from an accredited college/university with a bachelor's degree and experience equivalent to one year of full-time professional administrative and/or analytic experience. Qualifying full-time increasingly responsible professional experience may be substituted for the required education. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit:

<http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Greet customers in person and over the phone and connect them with the appropriate staff member; research and provide requested materials or information.
- Accept, record, and process customer payments. Update all payment information and record in the daily deposit log.
- Disperse incoming mail and deliveries to appropriate Division.
- Perform routine data entry using Divisional databases. Resolve any data inconsistencies or missing information.
- Schedule and coordinate meetings using Microsoft Outlook and Teams.
- Prepare and scan paper document files to assist the field office staff to meet strategic digitization goals.
- Support Divisions with administrative tasks as requested.
- Complete other special projects or tasks as needed.

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.