

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 Remediation:

The Division of Remediation (DoR) identifies and investigates hazardous substance sites, then uses practical and effective remedies to correct issues found which minimizes threats to public health, safety, and the environment. DoR oversees work at National Priority List (NPL) Superfund sites, state inactive hazardous substance sites, brownfields, dry cleaners, and properties where methamphetamine was illegally manufactured. DoR operates the Voluntary Cleanup, Oversight and Assistance Program (VOAP) and supports the redevelopment and revitalization of brownfields to protect the environment, reuse existing infrastructure, minimize urban sprawl and create economic opportunities. The DoR Oak Ridge office focuses on the US Department of Energy (DOE) Oak Ridge Reservation (ORR). DoR concentrates on joint remedial decisions made with the DOE and the U.S. Environmental Protection Agency (EPA).



Administrative Services Assistant 2 Division of Remediation Annual Salary Range: \$30,156 – \$48,216

Looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in protecting our environment and public health? The Division of Remediation has an administrative position in our Nashville, TN Central Office. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

We are seeking a candidate who has excellent computer knowledge, customer service, time management skills and can effectively communicate with a diverse internal and external customer base. The preferred candidate will be competent to work in a self-directed environment and comfortable handling multiple tasks and assignments daily. The position requires knowledge and use of Microsoft Office 365, the ability to provide administrative support to a Division program, as well as using a variety of databases. To apply for this position please visit: <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Serve as primary administrative support for a new program that will review, prioritize, and remediate contaminated sites and will allow communities to redirect these properties back into reuse across the state.
- Provide statewide administrative support to the Division's staff for their travel and training needs.
- Assist the Division's administrative staff with digitizing public and confidential files.
- Perform routine administrative tasks using excellent customer service skills, such as answering calls or requests from the public or the regulated community, tracking certified mail for the division, and participating in meetings as needed. Cross train with other administrative staff on a variety of administrative functions within the Division.

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.