

## 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 are 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: \$42,504 - \$63,600**

Looking for an opportunity to work with a collaborative and diverse team in Tennessee state government? Interested in protecting our environment and public health? The Division of Remediation has an Administrative Services Assistant 2 position in our Nashville Central Office. TDEC employees work in alternative workspaces from their homes with some scheduled time in the office.

The preferred candidate will have experience performing various administrative functions and have advanced knowledge of Microsoft Office 365 products. We are seeking a candidate with excellent computer knowledge, customer service, and time management skills who can effectively communicate with a diverse internal and external customer base. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply for this position, visit: <https://www.tn.gov/careers>.

## **Highlighted Responsibilities:**

- Assist other Division of Remediation administrative team members with day-to-day divisional operations.
- Assist the Division's Technical Manager with the Data Project.
- Process records requests.
- Assist the Administrative Services Manager in completing administrative projects that support the Division of Remediation's goals.
- Provide administrative support to the State of Tennessee Drycleaner Program.

*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.*