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 Chattanooga Environmental Field Office, Administrative Services Division:

The Chattanooga Field Office services the Southeast Tennessee Region- Hamilton, Marion, Grundy, Sequatchie, Bledsoe, Rhea, Meigs, McMinn, Bradley, and Polk Counties. Administrative Services staff support office-wide functions for nine environmental divisions and coordinate facilities management, human resources, IT, fleet management, and public information requests.

Administrative Services Assistant 3
Chattanooga Environmental Field Office
Annual Salary Range: $34,884 – $55,836

Are you looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in protecting our environment, public health, and water quality? 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 Chattanooga Environmental Field Office (EFO). The position assists customers with inquiries and directs them to the appropriate technical EFO staff. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

The preferred candidate will possess a strong work ethic, is comfortable working with diverse teams, and competent to effectively handle multiple tasks and assignments daily. This position provides administrative support functions requiring a strong knowledge and use of Microsoft Office Word, Excel, and Outlook. To apply for this position visit: [http://www.tn.gov/careers](http://www.tn.gov/careers).

Highlighted Responsibilities:

- Provide direct supervision of assigned administrative positions. Assist with coordination of tasks for the administrative team including facilitating staff meetings and trainings, organizing back-up assignments, creating standards of operation for administrative process, and assisting with data collection and workload analyses.
- Manage day-to-day operations of the front reception desk and ensure proper staff coverage.
- Assist with the implementation of process improvements such as those related to the digitization of existing, incoming, and outgoing documents. Maintain records and files paper and digital form for divisions within field office.
- Accept and record customer payments. Update all payment information in the appropriate databases and record in the daily deposit log.
- Assist the Office Manager with special assignments.
- Provide administrative assistance as needed with Chattanooga Environmental Field Office Managers and staff.

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.