

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 Water Resources (DWR):

The Division of 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.



Administrative Services Assistant 2 Division of Water Resources Fleming Training Center Murfreesboro, TN (Rutherford County) Starting Annual Salary: \$43,572

Looking for an opportunity to work with a collaborative team at the Tennessee Department of Environment and Conservation (TDEC)? The Fleming Training Center (FTC) is seeking a friendly, organized, and customer-focused **Receptionist** to serve as the first point of contact for guests, students, and partners visiting our Murfreesboro office. FTC provides specialized training and support for Tennessee's water and wastewater professionals, helping protect public health, the environment, and workforce development. This position plays a key role in creating a welcoming, professional environment, ensuring efficient front-desk operations, and supporting FTC's daily administrative functions.

We are seeking a customer-focused candidate with strong communication, organizational, and time management skills who can effectively serve a diverse internal and external customer base. The ideal candidate will be self-motivated, detail-oriented, and proficient in databases, Microsoft Office, Adobe, and general administrative functions. Candidates must possess a bachelor's degree from an accredited college/university and one year of full-time professional administrative experience. Candidates must meet the minimum qualifications (MQs) for this position. For the MQs and how to apply, please visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Serve as the primary point of contact by answering and directing phone calls, monitoring the main email inbox, responding to routine inquiries, and providing a welcoming experience for visitors and students.
- Provide administrative support by performing accurate data entry, maintaining physical and electronic records, and assisting with general office operations.

Highlighted Responsibilities (continued):

- Assist with training and event coordination by supporting communications, logistics, and other administrative activities for classes, meetings, and special events.
- Support marketing and outreach efforts by distributing training information, maintaining contact lists, and preparing or coordinating promotional and communication materials.

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.