

## 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 Nashville Environmental Field Office Administrative Services Division:

The Nashville Environmental Field Office services a 13-county region in Middle Tennessee – Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Trousdale (*Division of Water Resources served by Cookeville EFO*), Williamson, and Wilson.

Administrative Services staff support office-wide functions for environmental divisions and coordinate facilities management, human resources, Information Technology (IT), fleet management, record management, customer service support, and public information requests.



## Administrative Services Assistant 2 Nashville Environmental Field Office Annual Salary Range: \$43,572 – \$65,208

Looking for an opportunity to work with a collaborative team at the Tennessee Department of Environment and Conservation (TDEC)? The Nashville Environmental Field Office (EFO) is seeking an Administrative Services Assistant 2 to serve as the first point of contact for guests of the EFO and provide administrative support functions to staff. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

The ideal 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 requires a strong knowledge and use of Microsoft Office applications, specifically Word, Excel, and Outlook. Candidates must possess a bachelor's degree from an accredited college/university and experience equivalent to one year of full-time professional administrative and/or analytic experience. Qualifying full-time professional experience or graduate coursework may be substituted for the required education or experience, respectively.

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 as they call or enter the EFO building and connect them with the appropriate staff member; provide requested material or information.
- Accept and record customer payments. Update all payment information in the appropriate databases and record in the daily deposit log.
- Disperse incoming mail and deliveries to appropriate Divisions.
- Maintain inventory and assist with the transport of fleet vehicles for maintenance.
- Maintain an inventory of office technology and other equipment.

### **Highlighted Responsibilities (continued):**

- Support Divisions and EFO staff with administrative tasks, such as, preparing documents/letters, maintaining spreadsheets, preparing and scanning paper document files to assist with meet strategic digitization goals.
- Enter data into the appropriate divisional database.
- Complete other special projects 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.*