

## 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 Solid Waste Management (DSWM):

The Division of Solid Waste Management (DSWM) is responsible for protecting the health and environmental quality for all Tennesseans through responsive and effective oversight of waste management activities. DSWM activities are land-based, regulating both solid waste and hazardous waste through specialized programs and functions. These include landfill permits, hazardous waste permits, state remediation program, used oil management, lead-based paint abatement, special waste, universal waste, and annual waste reporting. DSWM also provides technical and financial assistance in the recovery and management of materials for reuse and recycling supporting end users and manufacturers.



## Administrative Services Assistant 2 Division of Solid Waste Management Annual Salary Range: \$30,156 – \$48,126

Looking for an opportunity to work with a collaborative, diverse team in Tennessee State government? Interested in protecting our environment and public health? This may be the perfect administrative opportunity for you. This position provides administrative support to the Compliance & Enforcement group and provides administrative support to the Division of Solid Waste Management. The position is located in our Central Office in Nashville, TN. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in the Central Office.

This position offers the opportunity to work with diverse stakeholders across multiple State/Federal agencies and interacts with both internal and external customers. The preferred candidate will have experience performing a wide variety of administrative functions and have competent knowledge using Microsoft Office products. We are seeking a candidate who has excellent computer knowledge, customer service, and time management skills and can effectively communicate with a diverse internal and external customer base. To apply for this preferred service position: <https://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Provide accurate and reliable administrative assistance to the Compliance and Enforcement Section.
- Assist program manager and staff with meeting program goals and enforcement commitments.
- Draft, format, and proofread communication and technical documents in Microsoft Word.
- Track documents sent to the regulated community and log when responses are received.
- Help with the daily input of case data as assigned to track Enforcement Action Requests (EARS).
- Assist Hazardous Waste Permitting Program with correspondence and completing chain of custody procedures for tracking of legal documents.
- Assist program administrator with purchasing and inventory initiatives.

*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.*