

## 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 by managing regulatory programs that maintain air, water, and soil quality standards while assisting 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 Tennessee State Parks:

From its beginning in 1937, Tennessee State Parks were established to protect and preserve Tennessee's unique natural, cultural, and historic resources. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks to preserve and protect valued resources and provide a balance of services and benefits for the enjoyment of the people.



## Clerk 2

### Cedars of Lebanon State Park Beginning Annual Salary: \$28,188

Are you looking for an opportunity to work with Tennessee State Parks? Our Tennessee State Parks are among the most beautiful parks in the United States. We have an outstanding opportunity to work in a beautiful work environment at Cedars of Lebanon State Park in Lebanon, TN. This Park contains group camp sites, cabins, a large group lodge, bathhouses, a visitor's center, a nature center, event facilities, picnic shelters, a disc golf course, and a heritage farm.

The ideal candidate will possess strong customer service and independent decision-making skills, and experience in computer use, specifically Microsoft Word & Excel, till counts and reconciliation, reservations, retail inventory/sales, and other clerical activities. The position requires the ability to work on weekends and holidays. The candidate must possess a high school diploma or equivalent. Qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis. 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:

- Greeting guests and providing essential park information, including maps, brochures, and details about local attractions or services.
- Handling guest check-ins for cabins and events, ensuring a smooth and welcoming process for visitors.
- Managing retail sales, inventory and purchases in the park's gift shop.
- Operating a point-of-sale (POS) system for retail transactions, including selling merchandise and restocking the sales floor to maintain inventory levels and appearance.
- Making reservations for park facilities both over the phone and in person, ensuring efficient booking processes for guests seeking accommodation or other services.
- Provides support by scheduling appointments, events, activities and other special arrangements within the division.
- Preparing daily sales reports and handling deposits, ensuring accurate financial tracking for retail operations and park activities.

*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.*