

## 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 Tennessee State Parks:

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. 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 in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



Department of  
**Environment &  
Conservation**



## Account Clerk

### North Chickamauga Creek Gorge State Park

**Annual Salary Range \$33,900 - \$50,700**

Are you looking for an opportunity to work with Tennessee State Parks? Our Tennessee State Parks are among the most beautiful in the United States. This position is at North Chickamauga Creek Gorge State Park in Hamilton County. This is one of the newest parks in the system, and much work is needed to open the park entirely. The park consists of 5,955 acres, located in the rugged North Chickamauga Creek Gorge. Adventure awaits at this backcountry park that includes overnight trails, day-use trails, rock climbing, and some of the best swimming holes in the country.

Preferred candidates will have excellent customer service skills and experience equivalent to two years of increasingly responsible full-time clerical work. The position will be responsible for answering phones and all day-to-day duties encountered in a visitor center environment. The Account Clerk will be responsible for purchasing, entering requisitions, bank deposits, retail sales/inventory, and other clerical duties. 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:

- Answering the main park phone line and delivering excellent customer service to park guests over the phone or in person with walk-ins.
- Procurement, entering requisitions, maintaining a payment card.
- Keeping the visitor center and office space clean through regular routine cleaning.
- Provide accurate information to supervisors, co-workers, and subordinates to efficiently produce quality work. This could include interpreting guest feedback or administrative issues.
- Establishing and maintaining interpersonal relationships through the development of professional working relationships with others to maintain a positive working environment.
- Researching the park to provide accurate information on activities offered to both park guests and potential park guests.

*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.*