

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 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**



Administrative Assistant 1 Clinch River Valley State Park Annual Starting Salary: \$43,572

Are you looking for an opportunity to work with Tennessee State Parks (TSP)? We have an outstanding opportunity to work in a beautiful work environment at [Clinch River Valley State Park](#) in Kyles Ford, TN. Rich in Appalachian history and natural beauty, this new state park sits along the majestic Clinch River in Hancock County and features four comfortable cabins, two seasonal cabins, a historic general store and restaurant, a welcome center in Sneedville, and exceptional opportunities to connect visitors with the region's unique culture and heritage.

This position has a variety of responsibilities, including the requirement of a candidate to work weekends and holidays on a rotating basis. The preferred candidate will be a self-starter, possess good communication skills, and be able to work without constant direct supervision. Additionally, the candidate will have customer service experience; strong technical skills; experience with Microsoft Office, specifically Excel, Outlook, and Microsoft Teams; and data input, documenting, and records management. Candidates must possess a bachelor's degree from an accredited college or university; qualifying full-time increasingly responsible sub-professional, paraprofessional, or professional experience may be substituted for the required education. 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:

- Collaborate with the Park Manager to lead and train administrative staff, ensuring exceptional customer service at the visitor center, and welcome center.
- Serve as the park's HR liaison, overseeing onboarding/offboarding, payroll, time-entry, benefits, policies, and staff training.
- Manage daily gift shop operations, including cash handling and bank deposits.
- Oversee procurement of supplies and equipment for all park functions, including maintenance, interpretation, and office needs.

Highlighted Responsibilities (continued):

- Support event planning and execution for park programs and activities.
- Assist the Park Manager with project management tasks such as budget development, grant acquisition, and reporting,
- Cultivate and share in-depth knowledge of the park and surrounding areas with guests and vendors.

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.