

## 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.



## Administrative Assistant 1 T. O. Fuller State Park Starting Annual Salary: \$28,716

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 outstanding opportunities to work in a beautiful work environment. This position is located at T. O. Fuller State Park in Memphis, TN and provides general administrative support for the park. The park has an RV and primitive campground, a visitor's center, an interpretive center, assembly hall and various picnic shelters.

The preferred candidate will possess a strong work ethic, is comfortable working with diverse teams, and competent to effectively handle multiple tasks and assignments daily. The position requires excellent customer service skills and will require development of knowledge of the amenities of the park to share with guests of the park. Since this position provides administrative support functions, preferred candidates will have a strong knowledge and use of Microsoft Office 365. The position may require working, weekends or holidays on a rotating basis. To apply for this position visit: <http://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Greet customers as they enter the Park office and Interpretive center connect them with the appropriate staff member; provide requested materials or information.
- Serve as the point of contact for human resources responsibilities including processing new employee paperwork, general orientation to park, and submitting other requested employee documentation.
- Assist in the preparation of a variety of reports. Submit and reconcile expense reports, process invoice payments and payment card transactions.
- Act as timekeeper by entering weekly hours
- Create and distribute park correspondence such as memos, letters, and forms. Sort and distribute incoming mail.
- Order office supplies. Maintain state park files.
- Organize and schedule virtual and non-virtual meetings and assist with the planning of workshops and conferences.
- Coordinate with contractors and vendors performing work within the park

*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.*