

## 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 Johnson City Environmental Field Office, Administrative Services Division:**

The Johnson City Field Office services the Northeast Tennessee Region- Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington, Counties. Administrative Services staff support office-wide functions for nine environmental divisions and coordinate facilities management, human resources, IT, fleet management, and public information requests.



## **Administrative Services Assistant 2 Johnson City Environmental Field Office Annual Salary Range: \$42,504 – \$63,600**

Are you looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in protecting our environment, public health, and water quality? If you enjoy working with the public in a customer service capacity and have effective communication skills, this position serves as a first point of contact for guests of the Johnson City Environmental Field Office (EFO). The position assists customers with inquiries and directs them to the appropriate technical EFO staff. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

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. This position provides administrative support functions requiring a strong knowledge and use of Microsoft Office Word, Excel, and Outlook. To apply for this position visit: <http://www.tn.gov/careers>.

### **General Responsibilities:**

- Greet customers in person and on phone calls to connect them with the appropriate staff member; provide requested materials or information.
- Accept and record customer payments. Update all payment information in the appropriate databases and record in the daily deposit log.
- Disperse incoming mail and deliveries to appropriate Division and staff.
- Schedule and coordinate meetings.
- Maintain an inventory of office technology and other equipment.
- Assist with the fleet vehicles for scheduling and maintenance.
- Prepare and scan paper document files to assist the field office staff to meet strategic digitization goals.
- Enter data into the appropriate divisional database.
- Complete other special projects as needed.

*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.*