

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 Knoxville Environmental Field Office, Administrative Services Division:

The Knoxville Field Office services a sixteen-county region- Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union Counties. Administrative Services staff support office-wide functions for thirteen environmental divisions and coordinate facilities management, human resources, IT, fleet management, and public information requests.



Administrative Services Assistant 2 Knoxville 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? The position serves as a first point of contact for guests of the Knoxville Environmental Field Office (KEFO), assisting customers with inquiries and directing them to the appropriate technical KEFO staff. The position also provides administrative support for the Division of Water Resources, Soil Systems Section.

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>.

Highlighted Responsibilities:

- Greet customers in person and over the phone and connect them with the appropriate staff member; research and 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.
- Assist customers with completing online septic system permit applications as requested.
- Coordinate septic installers examinations.
- Disperse incoming mail and deliveries to appropriate Division and staff
- Prepare and scan paper document files to assist the field office staff to meet strategic digitization goals.
- Enter data into the appropriate Divisional database.
- Schedule and coordinate meetings.
- Complete other special tasks as assigned.

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.