

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 Division of Remediation:

The Division of Remediation (DoR) identifies and investigates hazardous substance sites, then uses practical and effective remedies to correct issues found which minimizes threats to public health, safety, and the environment. DoR oversees work at National Priority List Superfund sites, state inactive hazardous substance sites, brownfields, dry cleaners, and properties where methamphetamine was illegally manufactured. DoR operates the Voluntary Cleanup, Oversight and Assistance Program and supports the redevelopment and revitalization of brownfields to protect the environment, reuse existing infrastructure, minimize urban sprawl and create economic opportunities. The DoR Oak Ridge office focuses on the US Department of Energy Oak Ridge Reservation. DoR concentrates on joint remedial decisions made with the DOE and the U.S. Environmental Protection Agency.



Admin Services Assistant 1 Division of Remediation – Oak Ridge Salary Range: \$27,324 – \$43,740

Looking for an opportunity to work with a diverse team within the Tennessee State government? The Division of Remediation has an Admin Services Assistant 1* position open in our Oak Ridge Environmental Field Office. The position will assist the lead administrators in an office of approximately 30 employees.

The preferred candidate will have experience performing a wide variety of administrative functions including, but not limited to, assisting with the daily operations by effectively communicating with managers and support staff by providing accurate and reliable administrative assistance. Excellent written and verbal communication skills and proficiency in Microsoft Office 365 applications are essential. To apply for this position: <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Process incoming and outgoing mail.
- Responsible for proper formatting of outgoing documents.
- Oversee external customers request for public information or event scheduling.
- Provide customer service for internal customers.
- Schedule vehicle maintenance checks to make sure our State vehicles are running smoothly, safely, efficiently and reconcile monthly vehicle reports.
- Schedule meetings using Microsoft Outlook and Microsoft Teams.

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.