

## 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 by 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 Tennessee's unique natural, cultural, and historic resources. 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 to preserve and protect valued resources and provide a balance of services and benefits for the enjoyment of the people.



## Clerk 3

### Henry Horton State Park

**Annual Salary Range: \$30,204 - \$45,300**

Are you looking for an opportunity to work with Tennessee State Parks? Our Tennessee State Parks are among the most beautiful in the United States and provide outstanding opportunities to work in beautiful work environments. This position is at Henry Horton State Park in Marshall County, TN. Henry Horton State Park was constructed in the 1960s on the estate of the former governor of Tennessee, Henry Horton. The park is on the shores of the scenic Duck River, the most biodiverse river in North America.

This position has a variety of responsibilities, including the requirement of a candidate to have a flexible work schedule, including the ability to work weekends and holidays. The preferred candidate will be a self-starter, possess good communication skills, and can work without constant direct supervision. Ample experience with customer service, Microsoft Office, specifically Excel, Outlook, and Microsoft Teams, and data input, documenting, and records management is preferred. 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:

- Answer incoming calls and complete park reservations.
- Audit time entry and payroll hours for park employees.
- Cash counts, create bank deposits, and various accounting tasks.
- Work directly with Lead Administrator and Park Management.
- Inventory and assist with management of park gift shops.
- Understand and disseminate park related and state employee policy and procedure.
- Assists with park social media sites, marketing, and brand promise.
- Develop knowledge of the park and surrounding areas and share these features with guests and vendors who come to 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.*