

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 Solid Waste Management:

The Division of Solid Waste Management is responsible for protecting the health and environmental quality for all Tennesseans through responsive and effective oversight of waste management activities. The activities are land-based, regulating both solid waste and hazardous waste through specialized programs and functions. These include landfill permits, hazardous waste permits, state remediation program, used oil management, lead-based paint abatement, special waste, universal waste, and annual waste reporting. We also provide technical and financial assistance in the recovery and management of materials for reuse and recycling supporting end users and manufacturers.



Administrative Assistant 1 Division of Solid Waste Management Annual Salary Range: \$42,504 – \$63,600

Are you looking for an opportunity to work with a collaborative, diverse team in Tennessee State government? Interested in protecting our environment and public health? This may be the perfect administrative opportunity for you. Located in our Central Office in Nashville, TN, this preferred service position offers the opportunity to work with diverse stakeholders across multiple State/Federal agencies and interacts with both internal and external customers.

This position provides administrative assistance to the Division of Solid Waste Management by supporting front desk operations, including but not limited to, opening and routing mail, processing checks, answering and logging phone calls, monitoring the division's email account, and providing general clerical support. This position may also provide backup support to the Director's Executive Assistant. Minimum qualifications (MQs) include a bachelor's degree, and preference will be given to those candidates with at least one year of full-time administrative experience in a professional office setting. Preferred candidates will have experience performing a wide variety of administrative functions and have excellent skills using Microsoft Office 365 products, including Word, Excel, and Outlook. Successful candidates will be proactive problem solvers and possess such skills as social perceptiveness, critical thinking, judgement, decision making, and active learning and listening. This position requires excellent verbal and written communication skills. Candidates must meet the MQs for this position. For MQs and how to apply, please visit <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Process incoming mail and checks within established timeframes.
- Answer and route incoming phone calls appropriately.
- Monitor the Division's email account.
- Provide backup support to the Director's Executive Assistant.
- Provide accurate and reliable clerical assistance to the Division's administration section.
- Format and proofread communications with internal and external customers.
- Support all Division record keeping and file management efforts. File hard copies and provide final electronic documents to the Division's records liaison.

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.