

**Department of Human Services
Office of General Counsel – Davidson County
Legal Assistant**

SUMMARY: The Office of General Counsel provides legal advice to DHS programs, legal representation in judicial and administrative litigation affecting the department, prepares departmental rules, and prepares legislation for and analysis of legislation affecting the Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Creating, maintaining and updating case files
- Drafting and proofreading various legal documents
- Filing documents with appropriate administrative and judicial offices
- Preparing exhibits for cases
- Accompanying attorneys at administrative and judicial hearings to assist with files, exhibits and documents
- Conducting legal research and summarizing findings of case law, statutes and regulations
- Compiling and preparing reports
- Administrative tasks such as processing mail, telephone calls, notarizing documents and other administrative tasks

KNOWLEDGE, SKILLS AND ABILITIES

- Strong Microsoft Office skills, including Word, Outlook, and Excel
- High level of organizational skills and time management
- Verbal and written communication skills
- Maintain confidentiality of cases
- Possess a working knowledge of all programs administered by the Department of Human Services
- Ability to conduct legal research using Westlaw

EDUCATION/EXPERIENCE: Education equivalent to graduation from an accredited college, university, or professional school with one of the following: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant studies; (3) Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school.

OR

Education equivalent to graduation from a standard high school and two years of full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes, and/or providing legal counsel to clients.

AND

Experience equivalent to two years in a legal office or similar environment performing legal research and documenting findings, drafting legal pleadings and assisting attorneys with settling legal disputes.

COMPENSATION INFORMATION: Commensurate with Qualifications

How to Apply: Cover letter, resume and recent writing sample can be emailed to Jacqueline.Griffin@tn.gov by Thursday, June 30, 2016.

