

**POSITION ANNOUNCEMENT
TENNESSEE DEPARTMENT OF HEALTH
LEGAL ASSISTANT**

The Tennessee Department of Health is seeking a legal assistant to support the Department's Office of General Counsel. This position reports to two attorneys and is responsible for scheduling appointments and meetings, drafting and editing business letters, handling subpoenas, and having knowledge of travel reimbursement and purchasing procedures for the State.

The salary range for this position is \$34,896 – \$55,824 depending on experience.

Responsibilities include:

- Scheduling and managing meetings, conference calls, and appointments for attorneys
- Drafting business letters and other correspondence based on a general outline of points
- Monitoring inventory of office supplies and placing orders for new supplies as needed
- Managing travel arrangements by independently researching options for hotels, flights and ground transportation, making necessary reservations, and submitting expense reports
- Screening phone calls to the Office of General Counsel
- Creating and editing Excel spreadsheets
- Tracking subpoenas and facilitating responses to subpoenas
- Logging and tracking bankruptcy proceedings from receipt to closure
- Logging and tracking public records requests to ensure timely responses
- Filing time-sensitive documents with the Administrative Procedures Division, Equal Employment Opportunity Commission, and other agencies and courts
- Regular attendance and punctuality

The ideal candidate will have:

- Ability to work independently
- Excellent verbal and written communication skills
- Superior time and record management skills
- Ability to maintain confidential information
- Attention to detail including spelling names correctly

Applicants must meet the following criteria:

Graduation from an accredited college or university with a bachelor's degree and 2 or more years of administrative support experience OR education equivalent to graduation from a standard high school and 4 or more years of administrative support experience. Must be proficient in Microsoft Office, Microsoft Outlook, and the use of office equipment including printers, scanners, and fax machines.

Interested applicants should send a resume and a draft of a sample business letter to Sarah Raybin, Senior Assistant General Counsel (Sarah.Raybin@tn.gov).

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.