



Executive Service Position Announcement

Legal Assistant (Paralegal)

Monthly Salary Range: \$2,879-\$4,605

Application Deadline: March 31, 2016

The Tennessee Department of Revenue is seeking a highly qualified and motivated individual for a full-time Legal Assistant/Paralegal position in the Administrative Hearing Office in the Department's central office in Nashville. This executive service position is a salary grade 28 on the basic pay plan, with a monthly pay range of \$2,879-\$4,605 and an annual pay range of \$34,548-\$55,260. The starting salary for the appointee will depend on the individual's experience and education.

The Tennessee Department of Revenue is responsible for the administration of state tax laws and motor vehicle titling and registration laws. The Department collects approximately 87% of state revenue, enforces the revenue laws fairly and impartially in an effort to encourage voluntary tax compliance, and apportions collections to the various state funds and local units of government.

Principal Duties and Responsibilities

- Scheduling informal taxpayer conferences
- Drafting correspondence
- Preparing conference and Administrative Procedures Act files
- Assisting attorneys
- Maintaining conference statistics
- Writing reports

Education and Experience

- Applicants must have either an Associate's or Bachelor's Paralegal or Legal Assistant Degree, or one year of graduate level law school
- 2+ years of experience as paralegal or legal assistant preferred
- Experience with state taxation and/or administrative law highly desired
- Proficiency in Microsoft Word, Outlook, and Excel

To apply, please email a letter of interest (detailing your qualifications for the position) and current resume **no later than March 31, 2016**, to:

M. Bernadette Welch, Chief Administrative Hearing Officer
Tennessee Department of Revenue
Bernadette.Welch@tn.gov

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.