



## Legal Assistant Position

DIDD is seeking to fill a Legal Assistant position. This position will be stationed in **Davidson County TN**. Job responsibilities include conducting legal research, summarizing relevant laws, court decisions and Attorney General opinions, preparing legal recommendations for attorney's, reviewing documents for compliance with laws, rules and regulations, draft court pleadings and other written correspondences, scheduling and attending meetings, take meeting minutes and other administrative duties as assigned.

The ideal candidate would currently work in the legal field and have qualifications that include 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; or (3) a Paralegal Certificate. This position will be filled with a person who has the ability to manage multiple projects in a timely manner, possess excellent verbal and written skills, organize and prioritize assignments, work independently and have flexibility in their work schedule. Some travel may be required and a valid driver's license is required.

Anyone interested in applying for this position should send their resume, professional references and a writing sample to [Leah.Browning@tn.gov](mailto:Leah.Browning@tn.gov). This position will remain open until filled.

The State of Tennessee 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 or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or 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, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.