

**Job Location:** 505 Deaderick St, Nashville TN 37243

**Commissioner’s Designee Unit Legal Assistant**

The Department of Human Services mission is to connect Tennesseans to employment, education and support services. Our vision is to revolutionize the customer experience through innovation and a seamless network of services.

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| The Commissioner's Designee Unit responsibilities include responding to Petitions for Appeal of Initial Orders and Petitions for Reconsideration of the Final Order for the Appeals and Hearings Division of the Department of Human Services. The Commissioner’s Designee Unit also receives and responds to correspondence from parties, issues petition responses and provides legal opinions to other units within Appeals and Hearings. The Commissioner’s Designee Unit also oversees the review of timeliness and fair hearability for both Family Assistance and Non-Family Assistance appeals. |

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| **Position Responsibilities:**   * Review petition requests and prepare petition files for the Commissioner’s Designee Attorney’s review. * Analyze and review appeal requests to determine timeliness and fair hearability. * Process and classify documents received in appeals and resolve tasks in the Appeal Resolution Tracking System. * Determine status of appeals and appropriate action to be taken on appeals received in Commissioner’s Designee queue. * Track petition requests and responses using Excel. * Assist managing attorney in report preparation and entry of report data. * Professional and effective customer service within the unit, Division, Department and customers served by the State of Tennessee. * Timely and satisfactory completion of special projects such as archiving files, scanning documents in ARTS, preparing official records for Chancery Court cases. * Research case information where applicable and appropriate. |

**Position Requirements:**

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| * Education equivalent to graduation from an accredited college, university, or professional school. One of the following is preferred: (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 * Strong Microsoft Office Skills, including Word, Outlook and Excel * Maintain confidentiality of all appeals and cases * Possess a working knowledge of all programs administered by the Department of Human Services * Ability to learn new computer systems and technology * Ability to work independently and as a member of a team   **Competencies:**   * Verbal and written communications * Decision quality * Problem solving * Timely decision making * Priority Setting * Time management * Integrity and trust |

**Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/employees1/benefits.html>

**How to Apply:**

Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov). Position remain posted until filled. All email submissions must include in the subject line: CD Legal Assistant

**Target Salary: Range $34, 896.** The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee’s policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*