

Who we are:

The TDOT Legal Division serves as in-house legal counsel to Commissioner, the Senior Executive Staff, and all divisions and regions within TDOT.

The Legal Division currently has nine attorneys, including five at Headquarters in Nashville and one in each of the regional offices in Knoxville, Chattanooga, Nashville, and Jackson, as well as three administrative support staff.

What we do:

The Legal Division provides a wide range of legal services to TDOT, including contract preparation and review, right-of-way acquisition services, drafting and review of legislation and department regulations, representation of TDOT in administrative hearings, and general legal advice on various programs administered by TDOT.

For more information on this division, please see link below:

[Legal Division \(tn.gov\)](https://www.tn.gov/legal-division)



Administrative Services Assistant 2 Asst. Coordinator, Claims & Public Records

TDOT Legal Division

Location: Nashville, TN

Compensation: \$2,513 - \$4,018

This classification has a Starting Rate of \$2,639 monthly for a HS/Associate Degree or a Starting Rate of \$2,771 monthly for a BS, or a Starting Rate of \$2,890 monthly for a MS

Overview

The Tennessee Department of Transportation Legal Division is currently hiring a full-time Administrative Services Assistant 2 in our Headquarters location in Davidson County to serve as the Assistant Coordinator for Claims and Public Records Requests.

This position will assist with Claims & Public Records Requests by supporting the Administrative Services Assistant 3 in the Legal Division who serves as the Claims & Public Records Request Coordinator for TDOT.

This position will work from home three (3) days a week and in the office two (2) days after an initial training period.

Responsibilities

Ex: Assists in responding to requests from the Tennessee Department of Treasury, Division of Claims Administration, to investigate property damage and personal injury claims filed against TDOT by persons alleging negligent maintenance of state highways.

- Receives and logs claims, identifies location of incidents, and distributes to appropriate district offices for investigation.
- Reviews district responses for accuracy and completeness.
- Transmits responses to Division of Claims Administration.
- Maintains an accurate log of all claims and responses.
- Prompt turnaround time for claims investigation responses is essential.

Ex: Assists in providing timely responses to requests from the public to inspect or obtain copies of public records generated or received and maintained by TDOT in the regular course of business.

- Monitors TDOT's public records request portal at TDOT.RecordsRequests@tn.gov.
- Determines which TDOT office may have custody of the requested records and collects responsive records.
- Works with General Counsel and other attorneys to identify confidential records.
- Provides prompt responses requestors; calculates and collects appropriate charges for the production of records.
- Must be familiar with state laws, rules, and policies related to open records.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to one year of full-time professional staff administrative and/or analytic experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, para-professional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis.

OR

One year of professional administrative services experience with the State of Tennessee.

Applications must be submitted online in order to be considered for the position.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>
Select **ADMINISTRATIVE SERVICES ASSISTANT 2 -081822-35685**

Questions? Email TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State 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 and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and 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 or any other category protected by state and/or federal civil rights laws.