

# **Legal Assistant – Employment Law**

## **Human Resources – 1 position, Nashville, TN**

The Legal Assistant in TDOT headquarters Human Resources assists the HR Assistant Director/Employment Law Counsel in all aspects of employment law for a state agency of over 4,100 employees. These matters include, but are not limited to, FMLA, ADA, worker's compensation, disciplinary actions, employment appeals, drug testing, and briefing executives on complex employment law matters. This position will also be tasked with assisting in the explanation or clarification of policies and procedures for approximately 900 employees at the TDOT Headquarters location in Nashville, TN. This position requires an extremely perceptive and organized person who is capable of relating to individuals at all levels within the organization. Strong research, writing, and communication skills, as well as the ability to analyze and apply relevant federal regulations and caselaw, are a necessity.

### **Essential Functions**

- Researches complex employment law issues and prepares briefs or recommendations for HR Assistant Director and Employment Law Counsel. Applies sound knowledge of applicable employment laws, such as the Family Medical Leave Act, Title VII of the Civil Rights Act, and Americans with Disabilities Act, among others.
- Drafts disciplinary correspondence. Reviews all correspondence drafted by employee relations staff members regarding Family Medical Leave Act, Sick Leave Bank, Special Leave, and other types of leave designations.
- Coordinates the communication and scheduling of all employment action appeals filed by employees under T.C.A. §8-30-318. Drafts correspondence related to employment appeals of all levels. Researches legal issues raised by employees on appeal.
- Assists Employment Law Counsel with scheduling interviews for internal EEO investigations, taking notes during interviews, and drafting letters responding to internal investigations.
- Edits first drafts of internal investigative memoranda, applying sound knowledge of the requirements of Title VII of the Civil Rights Act of 1964 and the Tennessee Human Rights Act.
- Gathers documents to answer Requests for Information as a result of complaints filed against the Department with external agencies, such as the EEOC and THRC.
- Coordinates and facilitates EEO training to large groups of employees using a blended approach to learning, to include classroom instruction, promotion of online learning tools, and creation of multimedia and/or print materials.
- This position will assist with the administration of the department's drug testing, worker's compensation, and return to work programs.



- This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. This position reports to TDOT Headquarters Human Resources in the James K. Polk Building, Nashville, TN.

**Qualifications**

- Education equivalent to 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; (3) a Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school.
- Qualifying full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes, and/or providing legal counsel to clients may substitute for the required post-secondary education on a year-for-year basis to a maximum of two years.
- Professional experience and knowledge related to employment laws and/or conflict resolution strongly preferred.
- Demonstrated strong editing and writing skills preferred.