

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



### **Executive Admin & Legal Assistant – Legal Division – Office of General Counsel Nashville, TN \$60, 336 annually**

#### **Job Overview**

The Tennessee Department of Transportation (TDOT) Legal Division provides legal advice and counsel to the Commissioner and the Department's various divisions. The Executive Admin & Legal Assistant will report directly to the General Counsel and provide both administrative and legal support to the General Counsel and, as needed, to other attorneys within the Legal Division. This position plays a key role in maintaining organized records, managing routine legal operations, and ensuring timely and professional service to both internal and external stakeholders. Maintaining a working knowledge of relevant laws, TDOT policies, and procedures is essential. This position is Executive Service. The expected work schedule is three days per week in the office and two days per week on an alternative work schedule (AWS).

#### **Essential Job Responsibilities**

- Maintain and update case files, subject matter files, and electronic records.
- Draft, proofread, and route letters, memoranda, and other legal correspondence, to State agencies, entities, officials, employees, and third parties concerning state business.
- Review contracts, agreements, memoranda of understanding, and other legal documents as needed.
- Compile and analyze reports, including those related to budget and operations.
- Perform general administrative tasks such as processing mail, scheduling meetings, answering phones, notarizing documents, and handling invoices and purchasing requisitions.
- Conduct legal research, summarize statutes, case law, and regulatory material.
- Assist in the administration of the employee disciplinary process by preparing documentation, logging and tracking case progress, ensuring compliance with policies and employment laws, and maintaining accurate and confidential records related to disciplinary actions.
- Coordinate disciplinary appeals process for the department.
- Provide responsive and professional customer service to internal and external contacts.

## **Qualifications**

### ***Minimum Qualifications***

Bachelor's degree

Two (2) years of full-time experience in a paralegal, legal assistant, or comparable administrative role.

### ***Preferred Experience:***

- Proficiency in Microsoft Office (Word, Outlook, Excel) and Microsoft Teams.
- Experience interacting with senior leadership, government officials, or external stakeholders.
- Strong written and verbal communication skills required to work with both attorneys and non-attorneys; ability to exercise discretion handling sensitive legal matters appropriately; capability to draft concise and professional emails and correspondence.
- Flexibility and adaptability in response to changing work priorities or assignments.
- Excellent organizational skills and strong attention to detail.
- Ability to conduct legal research using Westlaw or similar legal databases.
- Experience multi-tasking, facilitating internal and external communications, and otherwise working as a contributive part of a high-functioning team.

## **How to Apply**

Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

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

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the TDOT Legal Assistant position requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages. The two items should be emailed to [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov) by August 4 2025.