

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.



Legal Assistant

Legal Division

\$52,000 – \$60,000 annually

Job Overview

The Legal Assistant will report directly to the attorney for the respective TDOT Region. This position plays a key role in managing routine regional legal operations, creating and maintaining organized records, and ensuring timely and professional service to both internal and external stakeholders, with a strong focus on real estate acquisition. Maintaining a working knowledge of relevant laws, policies and procedures is essential. This position is Executive Service. The expected work schedule is three days per week in office and two days per week on an alternative work schedule (AWS).

Essential Job Responsibilities

Provide legal assistance in right-of-way acquisition matters such as review of title reports, deed research, release of liens and judgments, and other assistance as needed to ensure TDOT has acquired necessary property rights from appropriate parties. Prepare deeds and other real estate instruments. Draft releases and partial releases. Review title reports and perform deed research, as needed.

Assist the regional attorney with matters relating to TDOT records, including coordination of efforts with internal and external customers. Respond to public records requests by working with requestors and TDOT Legal Division staff to identify relevant records, redact confidential information, and timely produce responsive documents. Coordinate with the Tennessee Attorney General's Office on litigation holds issued to TDOT by identifying, preserving, and producing responsive records.

Assist regional counsel in administrative law cases. Such duties include conducting legal research, assisting with discovery requests and responses, and maintaining case files and documentation. Coordinate review of permitting documents and verify that appropriate bond forms, evidence of insurance coverage, and property interests are addressed prior to submitting permits for attorney approval.

Review contracts, agreements, memoranda of understanding, and other legal documents as needed. Draft, proofread, and route certified mailings, letters, memoranda, and other legal correspondence to State agencies, entities, officials, employees and third parties concerning State business.

Qualifications

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

OR

- High school diploma or equivalent
- Five (5) years of full-time experience in a paralegal or legal assistant role

Preferred Experience

- Proficiency in Microsoft Office (Word, Outlook, Excel) and Microsoft Teams.
- Experience interacting with senior leadership, government officials, and external stakeholders.

Ideal Candidate

The Legal Assistant will have strong written and verbal communication skills required to work with both attorneys and non-attorneys, an ability to exercise discretion handling sensitive legal matters appropriately, and a capacity to draft concise and professional emails and correspondence. Flexibility and adaptability will be key to responding 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 contributor to a high-functioning team.