|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Legal Assistant | Job ID: | 64492 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 07/21/2025 - 11/30/2027 | Date Posted: | 06/06/2025 |
| Expenses Allowed : | Yes | Posting Expires: | 06/13/2025 |
| **Location :** | Hybrid**Address** 710 James Robertson Parkway 5th Floor Andrew Johnson Tower Nashville, Tennessee 37243 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $22/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**7.5**Time Zone**CST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00 AM 4:30 PM Regular Shift Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Description****Job Overview:** The Tennessee Department of Health is seeking an exceptional individual to serve as Legal Assistant to support the Department’s Office of General Counsel. The position reports directly to the Deputy General Counsel and supports attorneys with projects relating to the review of contracts and public records requests. The ideal candidate enjoys working in a dynamic team environment and would have a working knowledge of confidentiality laws, including HIPAA and the Tennessee Public Records Act. The ideal candidate will have experience working with attorneys on subpoenas and HIPAA authorizations. Position requires weekly in-office time. This is a contract position not eligible for state employee benefits. **Key Responsibilities:** · · Support attorneys in the review of grants, contracts, amendments, and other procuring documents. · · Assists with the review of records for production in response to public records requests, data requests, medical records requests, and media inquiries. · · Organize and streamline the process for responding to public records requests, data requests, medical records requests, and media requests by using an automated case management system.· · Provide legal support to other programs within the Department, to include guidance on compliance with public health laws and regulations. · · Work cooperatively with department programs, administrative staff, and other state agencies. · · Complete special projects as assigned by attorneys. **Minimum Qualifications:** The ideal candidate should have highly developed interpersonal skills; a strong sense of the importance of follow-up, follow–through, and attention to detail in all areas of responsibility; excellent verbal and written communication skills; superior time and record management skills; and an ability to maintain confidential information. **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. Paralegal Certificate; or
4. one year (28 semester hours) of graduate level law school. One year of work experience preferred.
 |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** | Lisa G | **Date:** | 06/06/2025 |
| **Approved By:** | Ram S | **Date:** | 06/06/2025 |
| **Last Updated By:** | Lisa G | **Date/Time:** | 06/06/2025 |