

Legal Assistant

Status: Executive Service

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

Note*:

This is an Executive Service Appointment *good for a period not to exceed a maximum of one (1) year*. An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur prior to the completion of 1 year. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Individuals hired for the period not exceed the max of 1 year do not qualify for a Pay for Performance incentive benefit. However, these individuals do receive some of the same benefits options as regular positions.

Job Description:

A Legal Assistant will be responsible for performing administrative functions on behalf of the Appeals Operations Group such as scheduling appeals for hearings, routing continuance requests as necessary and preparing technical records for Chancery Court hearings. A Legal Assistant will also be responsible for creating electronic records of appeal requests, arranging for translation services when appropriate, maintaining attorneys' calendars, hearing calendars and the litigation timetables for attorneys. Legal Assistant will also be responsible for researching, reviewing and implementing all court orders rendered from an appeal hearing. Legal Assistant may have to determine eligibility and/or extend Medicaid coverage to match order request. .

Qualifications:

- Education equivalent to graduation from an accredited college, university, or professional school with one of the following:
 - Associate's Degree in Paralegal or Legal Assistant studies;
 - OR Bachelor's Degree in Paralegal or Legal Assistant studies;
 - OR Paralegal Certificate;
 - OR one year (28 semester hours) of graduate level law school
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to kayla.turner@tn.gov by February 12, 2016.