

LEGAL ASSISTANT

APPLICATION DEADLINE IS FRIDAY, AUGUST 28, 2026 AT 11:59PM

Division: Legal
Reports to: Assistant Chief Legal Counsel
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: L
Monthly Salary Range Minimum: \$4,562
FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Provides administrative and legal work product support to the Assistant Chief Legal Counsel and Assistant Legal Counsel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs administrative tasks including: making copies, scanning materials, composing correspondence, maintaining organization of storage spaces, maintains confidential files/documents, and creating and managing workflow tracking systems.
- Manages sending and receiving contracts and other documents related to completion of legal review and execution for programs.
- Answers and responds to incoming calls and communicates with internal and external partners to assure tasks are completed within expected timeframes.
- Prepares and ensures that written documents, contracts, and forms are accurate and professional in design, while utilizing THDA's style guide when necessary.
- Creates excel spreadsheets, graphs and reports for tasks or assignments, as needed.
- Collaborates with program staff, external partners, and the legal team.
- Attends designated meetings, takes electronic recordings and transcribes a draft of written minutes as may be required.
- Works closely with appropriate division(s) for completion of necessary workflow tasks.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or equivalent GED plus post high school coursework or relevant certifications.
- Three years of experience working as a legal assistant.
- A certification as a legal assistant, associate's degree, or bachelor's degree in a related field preferred.
- Notary Public, or ability to obtain, is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Considerable knowledge of modern office practices, procedures, and equipment.
- Computer literate; proficient in Microsoft Word, Excel, PowerPoint, Adobe Acrobat, Outlook, and use of the internet; able to effectively adapt to and use other computer systems as needed for daily activities.
- Excellent telephone etiquette.
- Strong interpersonal skills; excellent customer service skills.
- Strong verbal and written communication skills.
- Ability to accurately enter information into electronic systems.
- Builds and maintains positive relationships with internal and external constituents.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Maintains high level of confidentiality.
- Ability to coordinate multiple activities effectively.
- Manages time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- Skilled in operating basic office equipment.
- Strong organizational skills.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

**This position requires you to live within a 200-mile radius of our Nashville, TN office.
The in-office time is one day per week, and upon Management request.**

**To apply, visit our website at www.thda.org/careers.
Note that only on-line applications for positions through this website will be considered.**