CAREER OPPORTUNITY
CITY OF BRISTOL, TENNESSEE

Position: Administrative & Legal Services Coordinator

Closing Date: Until filled

Salary: Min. $23.3598/hour – Mid. $31.0658/hour DOQ (Non-Exempt)

POSITION DESCRIPTION:
Under direction of the City Attorney, the purpose of this position is to perform a wide variety of complex and confidential paralegal and administrative duties. These duties require a thorough knowledge of basic legal concepts and an ability to think critically in order to formulate and implement solutions.

Essential Job Functions:
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Job Duties include providing administrative support to the City Attorney, City Manager and City Recorder. This position serves as the City's designated Public Records Request Coordinator administering the City's public records request process, coordinating departmental responses and evaluating complex requests with legal counsel. Exercise independent judgment on significant administrative and compliance matter, subject to review by the City Attorney.

MINIMUM TRAINING AND EXPERIENCE

- Associate degree in paralegal studies, legal studies, public administration, business administration or a related field required,
- Must have at least five years of relevant experience as a legal assistant or paralegal, preferably in relevant practice areas.
- Strong writing, proofreading, organization and analytical skills required.
- Must have ability to work effectively with city staff, community members and elected officials.
- Legal experience in a municipal setting as well as experience processing Tennessee Public Records request a plus.
- Legal Assistant/Paralegal Certification preferred.
- An equivalent combination of education, training and experience may be considered.
- Must possess and maintain a valid Driver's License.

To be considered, candidates must complete an online application at:
http://bristoltn.gov/jobs.aspx

THE CITY OF BRISTOL TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER. OUR GOAL IS FOR OUR WORK FORCE TO BE REPRESENTATIVE OF THE WORKING POPULATION OF BRISTOL, TENNESSEE. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, AGE, VETERAN STATUS,

SEXUAL ORIENTATION, OR DISABILITY IN ALL MATTERS PERTAINING TO EMPLOYMENT AND PROMOTION; WE WILL NOT TOLERATE DISCRIMINATION ON THE PART OF MANAGERS OR SUPERVISORS. WOMEN, MINORITIES AND THE DISABLED ENCOURAGED TO APPLY. ALL APPLICANTS SUBJECT TO BACKGROUND CHECK, PHYSICAL EXAMINATION AND DRUG SCREENING.