

Tre Hargett, Secretary of State

State of Tennessee



Division of Human Resources and Organizational Development
312 Rosa L. Parks Avenue, 7th Floor
Nashville, Tennessee 37243-1102

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Tennessee Relay Center TDD
1-800-848-0298/Voice 1-800-848-0299

JOB ANNOUNCEMENT

Administrative Law Judge **Tennessee Department of State** **Division of Administrative Procedures**

Mission

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness and accountability in a customer-centered environment.

Supervisor: Director of Administrative Procedures

Summary: Under administrative and legal direction of the director, performs independent, complex legal work in conducting contested case hearings pursuant to the Administrative Procedures Act for the State Board of Equalization.

Duties/Responsibilities:

- Prior to and during contested cases, rules upon and decides evidentiary and procedural law questions.
- Conduct hearings which include, but are not limited to, the valuation of real and personal property, and whether property qualifies for exemption from property tax.
- Schedules pre-hearing conferences, hearings and arguments on motions.
- Writes initial orders when hearing cases alone on the record.
- Conducts extensive, often complex legal research for use in deciding contested cases with the benefit of prior case law.
- Other duties as required.

Minimum Qualifications:

Education and Experience

- Licensed, in good standing, to practice law in Tennessee.
- A minimum of three years of successful full-time paid employment in legal work involving a substantial amount of civil or criminal practice, prosecution or litigation of administrative cases, or hearing officer experience with a governmental agency is required.

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Knowledge and Abilities

- Significant knowledge of the rules of evidence and civil procedure, and administrative statutory and constitutional law legal research ability.
- Ability to handle pressure of making responsible legal rulings on short notice in a high volume of appeals in adversary hearings often before large audiences; and to rule upon and often overrule private attorneys, staff attorneys, and county attorneys in a decisive yet courteous and professional manner.
- To control long adversary hearings by proper planning and knowledge of the Administrative Procedures Act and other applicable law rules.
- To be conversant in a wide range of substantive law matters before the State Board of Equalization; to generally develop expertise in applying the Administrative Procedures Act to an infinite number of hearing situations.
- Willingness to regularly travel across the state.
- Tact, judicial temperament, neat personal appearance, pleasing personality and normal hearing capabilities.

Salary: \$8,042 per month plus State of Tennessee benefits package. Salary is market competitive and commensurate with qualifications.

To apply, please email your letter of interest and resume to Melinda Kelsey, Director of HR, sos.hr@tn.gov by close of business on January 17th, 2020.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.