



Tennessee Rehabilitative Initiative in Correction

Website:

www.TRICOR.org

To apply please submit your resume or application via:

Email:

TRICOR.HumanResources@tn.gov

Or

Mail to:

TRICOR Human Resources
6185 Cockrill Bend Circle
Nashville, TN 37209

Or

Fax to:

(615) 741-2696

For more information contact
Nikki Turner at 615.741.1779



All State of Tennessee facilities are smoke free environments.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.

**TRICOR Attorney
TRICOR Central Office**

Job Class: Executive Service

Location: Nashville, TN

Please send salary requirements with your resume and/or application.

TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.

Job Description: The TRICOR Attorney is responsible for handling legal matters for the TRICOR agency including but not limited to handling a variety of administrative, transactional, and litigation matters such as commercial contracts, regulatory compliance, claims, grievances, employment law and the many other subjects that arise in a business. The selected candidate will be an energetic, self-reliant attorney with good judgment. This position will report to the Chief Executive Officer.

Primary Responsibilities:

- Assists in the preparation of cases for litigation; performs legal research and drafts legal memoranda.
- Ensure awareness of and compliance with all applicable laws and company policies and procedures
- Directly provide legal advice and support to TRICOR's executive team.
- Researches agency rules and regulations and interprets legislative acts.
- Researches and drafts proposed legislation; reviews statutes.
- Consults with and advises agency personnel with regard to specific legal problems and responds to legal inquiries.
- Reviews mortgages, leases, trust agreements and other contracts and documents; interviews witnesses and other individuals in gathering information.
- Attends staff meetings and conferences.
- Prepares a variety of legal records and reports.
- Other duties as assigned

Education and Experience:

- Juris Doctor Degree from an American Bar Association (ABA) accredited law school.
- Licensed to practice law in Tennessee and at least four years of relevant experience.
- Excellent verbal and written communication skills.
- Desire to work on a broad range of legal matters.
- Must possess and demonstrate the highest level of personal integrity and professional judgment, and must be able to work in a collaborative, collegial, and respectful manner.
- Ability to consistently meet deadlines while handling multiple complex projects
- A thorough understanding of one or more relevant areas of law applicable to the business including, government, corporate and transactional law as well as labor and employment law.

Key Knowledge, Skills, Abilities and Competencies:

Law and Government, Negotiating, Ethics/Values, Integrity/Trust, Task Orientated, Detail Orientated, Time Management, Critical Thinking, Results Orientated, Strong Initiative, Verbal/Written Communication, Critical Problem Solving, Active Listening, Organizational Agility, Political Savvy and Presentation Skills.

Our Mission: To prepare offenders for success after release.