

TRICOR General Counsel

TRICOR CENTRAL OFFICE

Job Class: Executive

Salary: \$5,636 - \$8,879 Monthly

Location: Nashville, TN



TRICOR
6185 Cockrill Bend Circle
Nashville, TN 37209

For more information contact:
Nikki Turner
615.741.1779

To apply please send your resume
and salary requirements to:

TRICOR.HumanResources@tn.gov



*All State of Tennessee
facilities are smoke free
environments.*

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

Job Description:

The TRICOR General Counsel is responsible for handling legal matters for the TRICOR agency including but not limited to handling a variety of legislative, administrative, transactional, and assists in 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.
- Develops and maintains an effective state legislative network for the advancement of TRICOR
- Develops and maintains an effective government stakeholder network to promote the organization and its mission.
- Coordinates outside legal support.
- 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, Experience and Qualities:

- 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.

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Education, Experience and Qualities (continued):

- 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.
- Government related experience is a plus.

Key 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.

State of Tennessee Benefits

Health Insurance	401K & Retirement Pension Plans
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
Incentive Plan (subject to plan criteria)	Employee Learning & Development
Flexible Spending Accounts	Life Insurance

For more information regarding health options you may visit:

<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:

<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:

<http://treasury.tn.gov/dc/>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis.

TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.