JOB ANNOUNCEMENT

General Counsel
Tennessee Bureau of Ethics and Campaign Finance (Bureau)
Registry of Election Finance (Registry)
Tennessee Ethics Commission (Commission)

Summary
The Tennessee Registry of Election Finance was created by the General Assembly and Governor in 1989 as an independent entity of state government. The Registry currently is responsible for the enforcement of the following statutes:

- Campaign Financial Disclosure Act (T.C.A. §2-10-101, etseq.)
- Campaign Contribution Limits Act (T.C.A. §2-10-301, et seq.)
- Gubernatorial Inauguration Finance Disclosure Act (T.C.A. §2-10-401, et seq.)

The Tennessee Ethics Commission was created by the General Assembly and Governor in the 2006 Extraordinary Session of the Tennessee General Assembly. The Commission is responsible for enforcement of the Tennessee Ethics Commission Act of 2006 which includes the following statutes:

- T.C.A. §§ 3-6-101 – 3-6-308
- T.C.A. §§ 2-10-122 – 2-10-130

Duties/Responsibilities
- Assist the staff in administering the regulations enforced by the office.
- Draft show cause notices, civil penalty orders and other legal documents.
- Draft informal and formal advisory opinions.
- Receive, track, and summarize sworn complaints received by the Commission and Registry.
- Advise both boards on the factual and legal sufficiency of complaints.
- Assist the public and media with legal questions via telephone and written correspondence.
- Assist Executive and Deputy Directors with preparing annual reports, budgets and other administrative documents.
• Assist Executive and Deputy Directors with preparing agendas and other materials for board meetings.
• Represent the Registry and Commission in contested case matters.
• Assist, as necessary, the Attorney General’s office in legal matters.
• Assist the Deputy Director in analyzing and monitoring all legislation introduced in the General Assembly impacting the Bureau, including the preparation of fiscal notes and speaking before legislative committees.
• Provide training for lobbyists, the General Assembly and supervisory personnel in the executive branch, as required by statute.
• Perform other duties as required by rule, statute or as necessary to conduct business of the Bureau or as directed by the Executive Director.

Qualifications
Minimum Education and Experience
• Graduation from an accredited four-year college or university with a bachelor’s degree.
• Graduation from an accredited law school.
• Licensed to practice law in the State of Tennessee.
• At least ten (10) years of experience in a related business or public sector environment.

Knowledge and Abilities
• Thorough knowledge of public administration and the legislative process.
• Skilled in communicating effectively and tactfully with inquiries from public officials, legislative members, attorneys, media and private citizens.
• Capable of planning and organizing work.
• Excellent verbal communication skills.
• Excellent writing skills.

Salary: Commensurate with experience.

To apply, please email your letter of interest, resume and references to registry.info@tn.gov no later than November 8, 2019.

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.