

**TN**

Department of

Human Services

Associate Counsel – Contracts (Remote)

Job Location: Nashville, Tennessee (This position is currently designated AWS- Alternative Workplace Solution. Any position could ultimately be designated as work from home, mobile work or free address. Minimal travel, 5-10% for meetings, conferences, appearances at hearings, and emergencies.)

ABOUT POSITION

The Tennessee Department of Human Services (DHS) is currently seeking experienced candidates for Associate Counsel in the DHS Office of General Counsel. The Associate Counsel will be primarily responsible for assisting with the development of all contracts and grants and legal review of all contracts, grants, and other procurement documents for the Tennessee Department of Human Services. The position is Executive Service.

The Office of General Counsel provides legal advice to DHS programs, legal representation in judicial and administrative litigation affecting the department, prepares departmental rules, and prepares legislation for and analysis of legislation affecting the Department.

RESPONSIBILITIES

- The Associate Counsel works with procurement staff of DHS and with the Central Procurement Office to provide timely preparation and legal review of proposals and contracts for the procurement of services.
- The Associate Counsel reviews all instruments of procurement such as Requests for Proposal, contracts, and grants for legal sufficiency and consistency with State contract language.
- The Associate Counsel provides advice to procurement and program staff and ensures that proposed contracts provide clear, enforceable requirements to enable proper contract and program management.
- The Associate Counsel communicates with counsel for contractors to resolve issues affecting DHS contracts.
- The position requires legal research of federal and state laws, regulations and caselaw involving contract issues and preparation of legal memoranda.
- The Associate Counsel will work with the Attorney General's Office in bid protest proceedings and litigation. As necessary, will appear before legislative committees and legislative staff reviewing State contracts
- The Associate Counsel must be able to perform assigned duties in a timely and accurate manner, be self-directed, and to produce accurate and thorough professional work.

DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays
- Career Mentoring
- Emotional Health/Wellness



QUALIFICATIONS

- Valid Tennessee law license
- Five (5) or more years of continuous general legal practice, preferably with state or federal contract experience. Alternatively, three (3) years of continuous legal practice with sole focus in state or federal contract experience.
- Excellent research and writing skills
- Proficient in use of Microsoft Word and Excel
- Candidate must be able to work cooperatively with Department program staff in diverse areas and must willing to work extra hours and days as necessary
- Ability to make timely and effective decisions in keeping with the goals and mission of the Department.
- No prior or pending disciplinary actions with the Tennessee Board of Professional Responsibility.

Competencies

- Customer Focus
- Integrity and Trust
- Priority Setting/Time Management
- Presentation Skills
- Dealing with Ambiguity

For Information regarding State of Tennessee benefits please [click here](#).

How to apply:

- To be considered for the Associate Counsel position with the Tennessee Department of Human Services you must also apply by July 6, 2022 at 11:59pm Central Standard Time.
- Please submit resume and cover letter outlining your related experience to Dezanne.M.Russell@tn.gov. All email submissions must include in the subject line: Associate Counsel – Central Office
- Target Range: \$min 63,108.00 – mid 88,356.00. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

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.