

Associate Counsel

Office of General Counsel

Job Location:

Davidson County (HYBRID)

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by October 12, 2026.

About Position:

The Tennessee Department of Human Services (DHS) is currently seeking experienced candidates for Associate Counsel in the DHS Office of General Counsel (OGC). The Associate Counsel will be primarily responsible for providing legal advice and research to DHS Rehabilitation Services program staff, which may include limited litigation, primarily in administrative forums. The Associate Counsel will also support other program areas and internal support divisions within DHS, as well as assist the DHS Legislative Counsel, as needed. The position is Executive Service.

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

This position is currently designated AWS- Alternative Workplace Solutions- on a hybrid basis. Some in-office attendance in Nashville will be required on a regular basis. Up to 10% travel statewide was expected.

Responsibilities:

- The Associate Counsel will primarily be responsible for consulting with DHS staff regarding legal issues and matters involving Rehabilitation Services and Tennessee Business Enterprises, as well as other legal matters for other program areas, as assigned.
- The Associate Counsel will also be responsible for assisting the Senior Associate/Legislative Counsel with identifying and analyzing legislation impacting the Department and with the preparation and promulgation of Department rules, as assigned.
- The Associate Counsel will also work directly with the Legislative Counsel and Deputy General Counsel on legal writing and research projects as assigned.

- The position requires legal research of federal and state law, regulations, and case law on multiple issues and the preparation of memoranda advising OGC and DHS program staff on issues affecting agency and program operations.
- The Associate Counsel must be able to collaborate effectively with non-legal staff, perform assigned duties in a timely and accurate manner, produce accurate and thorough professional legal work, and be self-directed.

Qualifications:

- Active License to practice law in Tennessee is required.

Preferred Skills:

- 3+ years of continuous legal practice, preferably with experience in one or more of the following: **disability rehabilitation policy and practice; social services programs; government agency legal work, including general procurement/contract matters; administrative law; and/or administrative litigation.**
- 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 be willing to work extra hours and days as necessary.
- Candidate must be willing to travel (throughout the state of Tennessee) on occasion.
- 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.

Target Range:

The target range for the Associate Counsel is **\$103,440 - \$134,244**. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Benefits Information:

For more information about employee benefits open our [DHS Employee Benefits brochure](#) in a new tab.

DHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

DHS Vision:

To revolutionize the customer experience by growing capacity to reduce dependency.

DHS Values:

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