

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 September 21, 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. The Associate Counsel will be responsible for providing legal advice and research, drafting, negotiating, and providing other legal support and review for all contracts, solicitations, and procurements across all program areas of DHS. 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.

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:

- This position is responsible for the review of all procurement documents, contracts and/or agreements for legal sufficiency and consistency with State contract language and provides advice regarding compliance and applicable legal and regulatory requirements to procurement staff and DHS staff who manage a diverse range of programs to ensure that proposed contracts/agreements provide clear, enforceable requirements to enable proper contract and program management.
- The Associate Counsel communicates with counsel for contractors/vendors as needed for negotiation and works to appropriately resolve issues affecting Department contracts.
- The Associate Counsel works with the DHS Office of Procurement and other DHS Contracts attorneys on issues related to multiple DHS programs, and in consultation with DHS Executive

staff, DHS Procurement staff, the State of Tennessee Central Procurement Office, Comptroller of Treasury staff, Department of Finance and Administration, the Tennessee General Assembly Fiscal Review Committee and/or other Tennessee agencies or federal partners as needed.

- The Associate Counsel is responsible for general procurement/contract matters as assigned, working directly with the Deputy General Counsel on other projects as assigned, and may be responsible for limited litigation, primarily in administrative forums.
- The position requires legal research of federal and state laws, regulations and case law on multiple issues and preparation of memoranda advising DHS staff on issues affecting program operations.
- The Associate Counsel must demonstrate the ability to perform assigned duties in a timely and accurate manner, be self-directed, and to produce accurate and thorough professional work.

Qualifications:

- Must Active License to practice law in Tennessee is required.

Preferred Skills:

- 3+ years of continuous legal practice, preferably with experience in developing and negotiating contracts for a large entity, tech/IT contracts and in contract 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