



Department of
Human Services

Senior Associate Counsel

Job Location: Davidson, Tennessee

ABOUT POSITION

The Tennessee Department of Human Services (DHS) is currently seeking experienced candidates for Senior Associate Counsel in the DHS Office of General Counsel. This position will be responsible providing legal advice and research, drafting, negotiating, as well as conducting litigation, and other legal support and review for all contracts and procurements for 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 Solution. Any position could ultimately be designated as work from home, mobile work or free address. Up to 10% travel statewide expected.

RESPONSIBILITIES

- The Senior Associate Counsel for contracts will be responsible for maintaining an effective contract review process for DHS and will work with 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 to provide timely preparation and legal review of proposals for the procurement of services and resulting contracts to obtain those services.
- 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 will provide advice regarding compliance and applicable legal and regulatory requirements to procurement staff, as well as 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 Senior Associate Counsel will communicate with counsel for contractors/vendors as needed for negotiation, as well as to appropriately resolve issues affecting Department contracts.
- The position requires legal research of federal and state laws, regulations and case law in multiple issues and preparation of memoranda advising DHS staff on issues affecting program operations.
- This position may be responsible for limited litigation, including bid protests, primarily in administrative forums.

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 Programs



QUALIFICATIONS

- Valid Tennessee law license
- Five (5) or more years of continuous legal practice, preferably with experience in developing and negotiating contracts for a large entity 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 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.

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 online at <https://www.tn.gov/careers/apply-here.html> by 5/25/22 at 11:59pm Central Standard Time.
- Target Range: \$69,588.00 - \$97,416.00. 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.