

**State of Tennessee Department of Finance and Administration
Office of General Counsel – Attorney position available**

We are a legal office of three attorneys and an administrative assistant working in the Tennessee Department of Finance and Administration - the corporate office for state government. We are seeking a qualified person to fill a fourth attorney position.

The Department of Finance and Administration oversees the state's accounting and payroll systems, health and other insurance benefits, budget, information resources, TennCare fraud prosecution, and other matters involving state government operations. Our legal practice is very diverse. Our department is business oriented, with a culture that is professional and employee-friendly. Integrity is a foundational value to the people in leadership.

As the corporate office for state government, we work with many other state departments, thus receiving a global perspective on state government operations. Policy decisions are made here that directly impact the lives of citizens. For more information about our department's role in Tennessee state government please see: <http://www.tn.gov/finance/>

It is important to us that whoever joins our office becomes part of the team. We anticipate that an attorney who joins our staff may work on any issue affecting the department, so the successful candidate must be comfortable with being a generalist.

Minimum Requirements:

- ❖ Licensed and in good standing to practice law in the State of Tennessee
- ❖ At least three years of experience practicing law
- ❖ Able to write clearly and succinctly
- ❖ Strong problem solving skills
- ❖ Sound legal and practical judgment
- ❖ Builds constructive and effective relationships
- ❖ Able to successfully collaborate with multiple people/entities on complex projects

Preferred Law Practice Experience:

- ❖ employee health benefits law and/or
- ❖ employment law

The position for which we are hiring is at an "Attorney 3" level. The annual salary range is from \$53,964 – 97,140, depending on the qualifications of the successful candidate. Additional information regarding our employee benefits may be found at: <http://www.tn.gov/dohr/employment/benefits.html>

Candidates who are interested in joining our staff should provide a resume, writing sample, and a list of three references to:

Tennessee Department of Finance and Administration
Office of Human Resources
Suite 2000, Wm. R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, Tennessee 37243
Attn: Beverly Stewart

or in electronic form to: Beverly.Stewart@tn.gov

The State of Tennessee is an Equal Opportunity Employer