

Department of Human Services Case Prep Attorney 3

SUMMARY: Provides legal representation of the Department for attorney representation appeals and all child support appeals. Manages a team of Program Coordinators and assists in case preparation and development of appropriate litigation strategies. Assists the Managing Case Prep Attorney with legal representation and represents the Department in Judicial appeals filed in the State Courts. Responsible for the preparation of legal research, performing reviews, generating petitions for reconsideration for filing with the Commissioner's Designee Unit, and drafting legal memorandums. This position is located in Davidson County

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Advances the mission of the Department by ensuring Tennesseans entitled to benefits receive them and Tennesseans not entitled do not
- Zealously represents the Department in attorney-represented appeals and all child support appeals
- Oversees Departmental witness preparation and testimony to ensure relevant and factual information is provided at hearing
- Reviews the factual bases for the Department's decision to ensure alignment with Departmental regulations, rules and policies
- Makes objections, files motions related to admissibility and entry of evidence
- Where appropriate, generates motions and files petitions on behalf of the Department
- Serve as a subject matter expert related to programs administered by the Department

KNOWLEDGE, SKILLS AND ABILITIES

- Possesses excellent Microsoft Office skills including: Microsoft Word, Microsoft Outlook, and Microsoft Excel
- Ability to effectively manage time by using high level organizational skills
- Possesses excellent verbal and written communication skills and effective presentation skills
- Ability to maintain a calm and professional demeanor in the face of adversarial litigation
- Possess and maintain a working knowledge of all facets of the Division as well as a working knowledge of all programs administered by the Department of Human Services
- Demonstrates knowledge of the Uniform Administrative Procedures Act, Rules of Civil Procedure, and Rules of Evidence, and Code of Federal Regulations
- Does not engage in inappropriate ex parte communication
- Possesses excellent research and analyzation skills with the ability to apply applicable regulations, statutes, laws, and policies in representation of the Department
- Ability to distinguish between facts and irrelevant information and synthesize the applicable laws as they relate the distinct fact patterns of the appeal

EDUCATION/EXPERIENCE: The Case Prep Attorney 3 must be a law school graduate and must be licensed to practice law in the State of Tennessee at the time of submission of the

application materials. Ideal candidates will also have 2 years minimum experience as a practicing attorney.

COMPENSATION INFORMATION: Commensurate with Qualifications

How to Apply: Cover letter, resume and recent writing sample can be emailed to

Nancy.Mclean@tn.gov.