



Assistant General Counsel

Tennessee Department of Treasury

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$60 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

The Legal, Compliance & Audit Division seeks an entry level Assistant General Counsel to provide legal services for all Department programs. The duties for this position involve both transactional work and occasionally representing the Department in administrative law cases.

Key Responsibilities:

- Respond to program-generated requests for legal advice, interpretations and guidance to assess and minimize legal risks;
- Review and respond to public records requests;
- Draft and analyze legislation affecting the State Treasurer and the Department, and provide the Department staff with support in responding to fiscal note requests, appearances before the General Assembly and meetings with legislators;
- Review and revise policies and procedures to ensure compliance and minimize risk;
- Draft and review service provider agreements and solicitation documents; and
- Prepare and manage administrative law cases, primarily involving disability appeals for the Tennessee Consolidated Retirement System.

Qualifications:

- Excellent written and oral communication skills;
- Skilled at prioritizing and organizing multiple projects;
- Excellent research and analytical skills; and
- License to practice law in Tennessee.

The State of Tennessee is an Equal Opportunity Employer.

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