



Tennessee Department of Environment and Conservation

General Law Team Transactional Attorney

Attorney 3, Office of General Counsel

Annual Starting Salary Range: \$54,504 - \$91,908

About the Tennessee Department of Environment and Conservation (TDEC)

TDEC exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety;
- Protecting and improving the quality of Tennessee's land, air, and water;
- Conserving and promoting natural, cultural and historic resources; and
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$400 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated authority from the U.S. Environmental Protection Agency to regulate sources of air pollution, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution.

About the Office of General Counsel (OGC)

TDEC's OGC seeks to maintain the highest standards of excellence in the enforcement of state environmental and conservation laws and the representation of TDEC. We are seeking highly qualified applicants with demonstrated advocacy and transactional law skills and excellent academic and professional credentials. Successful candidates will also share the same values of integrity, fairness, accountability, teamwork and commitment to excellence.

Summary of Position

This attorney position is an Executive Service position located at TDEC's Central Office in Nashville, TN. The successful candidate will serve as member of the General Law Team in OGC and will report directly to the General Law Team Leader. The attorneys on the General Law Team include five (5) experienced attorneys who represent TDEC by providing representation relative to real property transactions, procurement, employment law, liability claims, law enforcement, fiscal administration, hospitality operations, public records, and legislative matters. This position's primary responsibilities will be real property transactions and procurement for all of TDEC's programs and law enforcement for the Bureau of Parks and Conservation. However, there will be opportunities to

represent TDEC in other areas of law within the province of the General Law Team based on an applicant's prior experience and professional development interests.

Principal Duties and Responsibilities

- Draft and review transactional documents relative to TDEC procurements; grants; land acquisitions and disposals; facilities management; concessionaire relationships; and marketing and product development. Collaborate with the Office of the State Architect, State of Tennessee Real Estate Asset Management, and Central Procurement Office to achieve department goals.
- Review incident reports and provide legal advice to Tennessee State Parks' personnel regarding enforcement of state law and Tennessee State Parks' policies.
- Review Bureau of Parks and Conservation and TDEC Administration rules, policies, and procedures to ensure compliance with state and federal law. Assist with drafting rules and policies. Remain current on laws, rules and policy potentially impacting the Bureau of Parks and Conservation and TDEC Administration.
- Travel to state parks and natural areas and Environmental Field Offices to meet with TDEC personnel and federal, state, and local governments and other partners.

Other Duties and Responsibilities

- Perform complex as well as routine legal reviews and analysis in order to formulate courses of action which support TDEC's mission and maintain compliance with laws and regulations.
- Provide legal advice to TDEC personnel to ensure compliance with federal and state laws, regulations, and court orders. Interpret and apply federal and state legal requirements affecting TDEC programs and advise clients and management on needed actions.
- Independently formulate legal strategies based on applicable substantive and procedural laws and effectively communicate same to management.
- Act as a liaison for TDEC with the Office of the Attorney General in its representation of the State in TDEC matters.
- Maintain professional and legal knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Effectively and timely dispose of matters in a manner consistent with OGC's established protocol.

Knowledge, Skills and Abilities

The successful candidate will have a demonstrated ability to function as a trusted attorney advisor with minimal guidance in a highly demanding work environment and possess the following attributes:

- Results oriented individual with a commitment to TDEC's mission.
- Excellent organizational skills, time-management skills, project management skills and the ability to effectively balance many client demands. Superior oral and writing skills.
- Comfortable providing well-reasoned legal advice in areas in which there is little controlling legal precedent.

- Proven leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner. Interpersonal skills that enable applicant to effectively deal with people at various levels within TDEC, as well as external stakeholders.
- Demonstrates high integrity and good judgment.

Education / Experience:

Applicants must possess a Bachelors' degree, a J.D. degree, a Tennessee law license (or the ability to be licensed in Tennessee immediately), and a minimum of three or more years of experience in the full-time practice of law.

All interested candidates should submit (via email) an electronic resume, and cover letter to Beth Smith at **TDEC.Careers@tn.gov**. The position will remain posted until September 3, 2018. Additional questions can be addressed to Beth Smith at the above email.

Beth Smith, Director of Talent Management

People and Organizational Development

Tennessee Department of Environment and Conservation

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Nashville, TN 37243

TDEC is an AA/EEO/ADA equal opportunity employer