**TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE**

**Davy Crockett Tower**

**500 James Robertson Parkway**

**Nashville, TN 37243**

**ASSOCIATE GENERAL COUNSEL**

The Department of Commerce and Insurance is accepting applications for an Associate General Counsel position within the Office of Legal Counsel. The Department is responsible for the regulation of the insurance and securities industries, as well as 26 professions, including accountants, architects, engineers, cosmetologists, court reporters, and mixed martial artists. Additionally, the Department trains and certifies firefighters and law enforcement officers and houses the State Fire Marshal’s Office. The Office of Legal Counsel provides legal services to the programs housed within the Department. The position may be filled as an Assistant General Counsel, if the successful candidate has less than 1 year of experience. Please send resumes to Mindy Walker, Executive Administrative Assistant, Office of Legal Counsel at [Mindy.C.Walker@tn.gov](mailto:Mindy.C.Walker@tn.gov) .

**Responsibilities and duties of the Associate General Counsel include the following:**

* Provide assigned programs with prompt and accurate legal advice to maintain compliance with state and federal law pursuant to any applicable standard operating procedure.
* Research, analyze and draft opinion letters interpreting the statutes and rules within the Department’s jurisdiction to assist in clarifying and understanding the mission of the Department.
* Review complaints as received from the assigned programs and either request inspection, investigation or additional information, if warranted, before preparing for an administrative hearing or other disposition of the complaint as appropriate. The Associate General Counsel is responsible for litigating all matters that are not otherwise resolved.
* Assist the enforcement section of the programs through the rendering of legal advice and drafting of subpoenas and other legal documents necessary to complete its investigations.
* Work with various law enforcement authorities regarding criminal prosecution of cases, as required.
* Assist the Department in identifying statutes impacting the assigned programs and facilitate the development of legislation as directed by the Assistant Commissioner, General Counsel and Commissioner to ensure the needs of the Department’s regulatory authority are supported and conducive to ensuring the mission of the Department.
* Review and analyze proposed legislation as assigned to determine how legislation changes current law. Draft amendatory language, if requested, for any proposed legislation pursuant to the direction of the legislative liaisons.
* Attend and testify at Legislative Committee meetings, and report to the Department the passage of any legislation impacting its authority.
* Promulgate rules and amendments for assigned programs as requested by clients and complete in compliance with the Uniform Administrative Procedures Act (UAPA), within the time frame required by statute, and pursuant to any applicable standard operating procedures.
* Respond to public records access requests, as appropriate.