

Job Title:	Attorney 3	Job Category:	Executive Service
Department/Group:	ECD/Legal Division	Job Code/ Req#:	079443
Location:	Nashville, Tennessee	Travel Required:	No
Level/Salary Range:	Commensurate of education and experience.	Position Type:	Full-time
Anticipated Start Date:	As soon as possible	Posting Expires:	Until Filled
Resumes Accepted By:			
E-MAIL: (PREFERRED) Ecd.jobs@tn.gov Subject Line: Attention: Human Resource Director Re: Attorney 3		MAIL: TN Department of Economic and Community Development 23 rd Floor William Snodgrass Tennessee Tower 312 Rosa L Parks Avenue Nashville, TN 37243	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under the supervision of the General Counsel for the Department of Economic and Community Development, the Attorney 3 position performs professional legal work of considerable difficulty as required. In this role, the Attorney 3 must have excellent verbal and written communication skills and will be responsible for:</p> <ul style="list-style-type: none"> • Handling diverse legal issues related to state government operations, compliance with federal regulations, and private industry • Legal research and writing related to complex issues, primarily related to economic development incentives • Assisting General Counsel with ongoing legal issues related to state sponsored venture capital programs • Drafting contracts with government entities, quasi-government entities, non-profits and corporations through various ECD programs, including job training, community development, business development and federal programs <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Education: Graduation from an accredited school of law.</p> <p>Necessary Special Qualifications: Possession of a license to practice law in the State of Tennessee.</p> <p>MINIMUM REQUIREMENTS:</p> <ul style="list-style-type: none"> • Licensed and in good standing to practice law in the State of Tennessee • At least three years of increasingly responsible full-time experience in the practice of law • <u>Transactional experience required</u> • Strong understanding of business and finance concepts • Strong problem solving skills 			

- **Sound legal and practical judgment**
- **Excellent writing and contract drafting skills**
- **Securities or private equity experience a plus**

ADDITIONAL NOTES

About The Department of Economic & Community Development: The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Haslam’s goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.