

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Associate Counsel – Legal Division – Regional Legal Services Jackson, TN \$120,000 - \$125,000

Job Overview

The Associate Counsel provides legal services to the Tennessee Department of Transportation (TDOT) within a designated regional office. This role supports the agency's transportation initiatives by preparing and reviewing legal documents for right-of-way acquisitions, advising on regulatory and compliance issues, representing the Department in administrative proceedings, and assisting with litigation support and property conveyances.

The position works closely with regional staff, headquarters legal counsel, and external stakeholders to ensure timely and legally sound support across a broad range of subject areas, including real estate, administrative law, and public records. The expected work schedule is three days per week in the office and two days per week on an alternative work schedule (AWS).

Essential Job Responsibilities

- **Right-of-Way Legal Review and Support:** Prepare and review legal documents related to the acquisition of property rights for highway projects. Confirm title report accuracy, resolve legal issues regarding ownership and liens, and ensure use of standard deed and release forms.
- **Regulatory and Administrative Law Representation:** Advise the Highway Beautification Office and other TDOT units on compliance with federal and state laws, including the Tennessee Outdoor Advertising Control Act. Assist in drafting or reviewing departmental regulations. Represent TDOT in contested case hearings and administrative proceedings, preparing filings, conducting discovery, and participating in trial and appellate matters.
- **Litigation and Records Coordination:** Coordinate responses to public records requests and subpoenas. Assist the Attorney General's Office in litigation discovery, settlement efforts, and mediations as needed.
- **Regional Legal Counsel:** Provide legal advice to the Regional Director and other regional personnel on encroachments, access permits, right-of-way issues, and public or intergovernmental inquiries. Prepare correspondence and respond to legal questions as needed.
- **Conveyance and Use of Property:** Prepare legal documents authorizing the use or conveyance of right-of-way property, including quitclaim deeds, leases, licenses, and access exchanges.

- Reporting and Performance Documentation: Submit quarterly reports to appropriate counsel leads on performance measures related to document preparation timelines, case statuses, and legal support activities.

Qualifications

Minimum Qualifications

- Juris Doctor degree from an accredited law school
- Admission to the Tennessee Bar and in good standing

Preferred Experience:

- 3+ years of relevant legal experience, particularly in litigation, real estate, or administrative law
- Excellent written and oral communication skills
- Time management and organizational skills, with the ability to prioritize assignments
- Ability to work independently and to collaborate with a team of other attorneys and colleagues

How to Apply

Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the TDOT Associate Counsel requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position.
2. Résumé that is a maximum of two (2) pages. The two items should be emailed to TDOT.Careers@tn.gov by Tuesday, June 3rd 2025.