

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.



Senior Associate Counsel – Employment Law

Headquarters – Legal

Nashville, TN

\$135,000 - \$143,000

Job Overview

The Senior Associate Counsel – Employment Law provides legal services to the Tennessee Department of Transportation (TDOT) at its Headquarters office, working closely with the Human Resources Division, Civil Rights Division, and agency leadership. This role supports the agency by preparing and reviewing legal documents for disciplinary matters and appeals, advising on investigations and EEO/Title VI matters, advising on regulatory and compliance issues, and representing the Department in Step III disciplinary proceedings. The position works closely with TDOT staff and external stakeholders to ensure timely and legally sound support in matters of employment law and other duties as assigned, including 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

- Provide professional, timely, and accurate legal advice and assistance to the Human Resources Division, Civil Rights Division, and the General Counsel on questions of law and policy regarding employment law and employee disciplinary matters.
- Represent the Department in Step III disciplinary appeals and other contested case hearings as needed.
- Advise Civil Rights Division regarding EEO and Title VI matters, advise on and assist with investigations as needed, and review investigation memoranda and position statements for legal sufficiency.
- Advise and assist Human Resources Division and the Department's Step I designee throughout the TEAM Act disciplinary appeals process.
- Provide legal advice and assistance in responding to public records requests and subpoenas.
- Provide counsel to Department management and employees and to the Attorney General's Office on various legal matters as needed.
- Review proposed legislation affecting the Department and provide bill analyses as requested by the Legislative Division or the General Counsel

Qualifications

Minimum Qualifications:

- Juris Doctor degree from an accredited law school

- Admission to the Tennessee Bar and in good standing
- 3+ years of relevant legal experience in employment law

Preferred Experience:

- 7+ years of relevant legal experience in employment 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

Ideal Candidate:

The ideal candidate will be an experienced attorney with deep expertise in employment law, and will have a proven ability to provide timely, accurate, and practical legal advice on complex HR, EEO/Title VI, and compliance matters, and be confident representing an organization in disciplinary proceedings and contested hearings. This individual will demonstrate exceptional written and oral communication skills, sound judgment, and the ability to navigate sensitive legal issues with discretion and professionalism. They will be highly organized, capable of managing multiple priorities, and adept at working both independently and collaboratively with attorneys, HR professionals, and leadership. The ideal candidate will be proactive in identifying risks and offering solutions, comfortable advising on legislative and regulatory developments, and skilled in building trust with internal and external stakeholders. A commitment to public service and the mission of TDOT, along with the flexibility to work across a range of legal matters, will be essential for success in this role.

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 Legal Assistant position 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 September 16th 2025.