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.

TDOT Clerkship
Legal Division
Location: Nashville, TN (HQ)
Compensation: $22.00/hourly

Overview

TDOT is seeking applicants for part-time law clerk positions in the Department's Legal Division during the 2027 Spring Semester (beginning January 2027). The law clerk will support TDOT's Legal Division by assisting with research, document review, and process improvement related to contracts, grants, procurement documents, right of way acquisition materials, public records production, litigation holds, and regulatory compliance. The project will culminate in a capstone presentation summarizing findings, completed deliverables, and recommendations for workflow enhancements regarding the key objectives and deliverables outlined.

Responsibilities

- Report to the Legal Division at TDOT Headquarters to assist the legal team with research, document review, and process improvement related to contracts, grants, procurement documents, right of way acquisition materials, claims, public records production, litigation holds, and regulatory compliance.
- Assist with drafting or revising internal policy or guidance documents.
- Needs vary widely, but generally are expected to include tasks such as conducting legal and legislative research, drafting policy and other legal guidance, contract and grant program work, claims and records processing.

Minimum Qualifications

- Undergraduate students with pre-law focus, or current 1L and 2L law students (as of Spring 2027).
- Legally authorized to work in the U.S.
- Law students preferred.

To be considered for this position, please send your resume and academic transcript to Libby.Donoho@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.