

**Attorney 3**  
**Department of Children's Services**

Overview:

This position is located in the Legal Division in the DCS Office under the supervision of the Regional General Counsel and Office of General Counsel. Under general supervision, is responsible for professional legal work of considerable difficulty; and performs related work as required.

The position is responsible for, but not limited to the following:

- Represent the Department of Children's Services in various judicial proceedings, primarily in Juvenile and Circuit Court in an assigned area, using sound legal judgment and experience to obtain rulings favorable to our positions and in the best interest of children.
- Address safety, treatment needs and individual children's educational issues for children in the care or custody of the State.
- Provide legal consultation and support to DCS staff preparing them for pending litigation and advise staff concerning emergency and non-emergency factual situations to determine if legal action is warranted.
- Travel between the various county offices and courts to attend conferences with staff and judicial hearings.
- Meet with witnesses, issue subpoenas, review documents and other evidence such as photographs or audio tapes. Review the records, including notes of interviews to prepare questions for court. Where necessary, research various medical conditions in order to question expert witnesses for the State and for the defense.
- Draft legal pleadings in order to advance the goals of our Department guided by applicable statutes and case law decisions.
- Review legal referral from DCS staff regarding child custody, guardianship, and termination of parental rights to determine what legal action is appropriate and necessary.
- Conduct periodic training with DCS staff to update staff as to changes in the law and policy regarding investigation and litigation of child custody and guardianship cases.
- Make sure accurate and detailed legal records and files are maintained in safe, secure facilities containing the latest documentation available.

Education and Experience Requirements:

- Graduation from an approved school of law and experience equivalent to three years of increasingly responsible professional full-time experience in the practice of law.
- Possession of a license to practice law in the State of Tennessee.

Interested Applicants should send resumes to Kimberly Mantlo at [kimberly.mantlo@tn.gov](mailto:kimberly.mantlo@tn.gov)

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