

STATE OF TENNESSEE



TREASURY DEPARTMENT
STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0225

Legislative Intern- Department of Treasury's Division of Legal, Compliance and Audit

The Tennessee Department of Treasury impacts the lives of Tennesseans every day by providing the following, which includes, but is not limited to: safeguarding Tennessee taxpayer dollars; providing financial education to Tennessee citizens; managing and investing funds for and administering the Tennessee Consolidated Retirement System; administering the TNStars® College Savings Plan; and managing the State's unclaimed property program.

DESCRIPTION:

The Division of Legal, Compliance and Audit is responsible for providing the State Treasurer and the Department with legal services to assist with the administration and implementation of the programs administratively attached to the Department. The Division is seeking an intern to assist with identifying and monitoring filed legislation for the upcoming 110th General Assembly, anticipated to convene on January 10, 2017.

This is a full-time, temporary position that will start January 1, 2017 and end on May 30, 2017.

JOB RESPONSIBILITIES:

- Searching the General Assembly website to check the bills and amendments filed by the General Assembly on a daily basis to identify the bills affecting the State Treasurer, the Department, the programs administratively attached to the Department and also bills of general applicability to State departments and agencies by determining if the bills and amendments contain any of the search terms developed by the Division;
- Developing a system by which bills and amendments may be identified and catalogued;
- Communicating with the Assistant Treasurer for Legal, Compliance and Audit frequently to provide updates of the identified bills and amendments;
- Maintaining an Excel spreadsheet of the bills and amendments identified; and
- Performing other administrative duties assigned by the Assistant Treasurer for Legal, Compliance and Audit.

MINIMUM QUALIFICATIONS:

- Graduation from or in the process of graduating from an accredited four-year college or university.

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.

