

CHATTANOOGA HOUSING AUTHORITY

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JOB OPENING

POSITION TITLE: Legal Counsel

SALARY RANGE: \$ 62,906.90 - \$ 126,356.60

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Legal Counsel to advise CHA on concerning unlawful detainer actions, business transactions, and advisability of prosecuting or defending lawsuits.

Essential duties:

- Monitors eviction notices and represents CHA in hearings regarding eviction of residents.
- Collects outstanding accounts receivable, including funds derived from settlements of disputed balances.
- Advises CHA staff on laws, rulings, and regulations related to CHA operations.
- Analyzes the probable outcomes of legal cases using knowledge of legal precedents.
- Advises CHA staff on legal issues relating to the Low Income Public Housing Program, Housing Choice Voucher Program, and other CHA programs.
- Responds to requests for assistance from CHA departments pertaining to legal matters.
- Prepares litigation documents, researches legal issues, and prepares legal memoranda, ensuring compliance with applicable state and federal laws and regulations.
- Responds to state and federal public information and Freedom of Information Requests.
- Reviews CHA forms, policies, and procedures to ensure federal and state compliance.
- Represents CHA in state and federal courts, and before quasi-judicial or administrative agencies of government.
- Prepares correspondence, reports of investigations, and recommendations for action.
- Manages the information gathering process to facilitate efficient administration of legal disputes and claims by interviewing witnesses to ascertain the facts of the case.
- Coordinates with and assists CHA's Public Safety Department in prosecution of evictions.
- Testifies in court or at administrative proceedings concerning investigation findings, as required.
- Recommends legal or administrative actions to protect the CHA property and reduce risk of loss.
- Submits insurance claims to CHA carriers and works collaboratively with adjusters in the investigation of claims.
- Reviews procurement contracts, bid proposals, RFPs, RFQs, and professional service agreements for compliance with local, state, and federal laws.
- Coordinates with outside counsel to provide legal services for the CHA.
- Represents CHA in garnishment and bankruptcy proceedings.

Minimum qualifications: Graduation from an accredited college or university and a Juris Doctorate Degree is required. Active Tennessee Law License is required.

Send a cover letter explaining your interest in this position and a resume or completed CHA application to: Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attn: Human Resources or e-mail to hr@chahousing.org. CHA applications and a comprehensive list of employee benefits can be located at <https://www.chahousing.org/jobs>. Applications will be accepted until the position is filled.

Equal Opportunity Employer