

# CHATTANOOGA HOUSING AUTHORITY

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EXECUTIVE DIRECTOR

801 N. HOLTZCLAW AVENUE  
CHATTANOOGA, TN 37404-1236  
TEL (423) 668-2374  
FAX (423) 668-2374  
TN Relay Svc 711  
www.chahousing.org

MAILING ADDRESS  
P.O. BOX 1486  
CHATTANOOGA, TN 37401-1486

## JOB OPENING

POSITION TITLE: Associate General Counsel

SALARY RANGE: \$ 97,000.00 - \$165,000.00

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Associate General Counsel. The Associate General Counsel works in the Legal Department to assist in providing timely legal advice and work product to support the mission of CHA. The Associate General Counsel is an at-will position reporting directly to and receiving instruction from the General Counsel.

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](mailto:hr@chahousing.org). CHA applications and a comprehensive list of employee benefits can be located at <https://www.chahousing.org/jobs>.

The deadline to submit applications is February 10, 2023.

Equal Opportunity Employer