



Supreme Court of Tennessee

APPLICATION FOR TENNESSEE ATTORNEY GENERAL AND REPORTER

Summary of the Process and Instructions to the Applicant

Notice: All applicants for employment will be considered without regard to race, color, religion, sex, national origin, age or disability in accordance with state and federal laws. The Tennessee Supreme Court will provide reasonable accommodations during the interview process to qualified individuals with disabilities in accordance with applicable laws.

1. Description of Duties:

A summary of the duties and responsibilities of the Attorney General and Reporter may be found online at:

<http://www.tncourts.gov/administration/judicial-resources>

2. Application:

- a. A qualified attorney desiring to be considered for appointment as Attorney General and Reporter must complete the application available online from the Administrative Office of the Courts at: <http://www.tncourts.gov/administration/judicial-resources>.
- b. A completed digital application and two original paper copies must be received by the Administrative Office of the Courts by noon on August 29, 2014. No digital or paper applications received after the time established will be considered.
- c. The applicant must complete and submit by the same deadline a Tennessee Bureau of Investigation (TBI) TBI Level II Security Clearance Application. The application is available online from the TBI's website at www.tbi.state.tn.us/employment/security_cler_apps.shtml. The TBI application should be submitted to the Administrative Office of the Courts along with the application. Information contained within the TBI Security Clearance Application and resulting report remains confidential.

Interviews and Public Hearing:

The Court will review the applications and select those applicants who will be invited to continue in the selection process.

3. Investigation:

As a part of the selection process, applicants may be investigated by the TBI, and the investigation may reach any area relevant to the position, including civil, criminal, and financial records. Checks also may be conducted, as appropriate, of records on file with the Board of Professional Responsibility, Board of Law Examiners, Board of Judicial Conduct, or similar entity.

4. Public Record:

All material submitted as part of the application process may be a matter of public record. **The Attorney General and Reporter applications will be posted on the Administrative Office of the Court's website with personal data redacted.**

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

1. Please answer completely all questions in the application form. If a question does not apply, write "Not applicable" in the space provided. If information is not available, write "Not available," and state your reason(s) for the unavailability.
2. Materials to be submitted with the application:
 - a. Two signed original applications.
 - b. A Level II Security Clearance application for the TBI to conduct a background check, including criminal, civil, and financial records.
 - c. A digital copy of the signed application and TBI Security Clearance application including any supplemental pages, emailed to Debra Hayes at the AOC at debra.hayes@tncourts.gov. Supplemental information, if any, attached as an appendix.
 - d. The deadline for the completed application is noon on August 29, 2014.

Completed applications should be submitted to:

Debra Hayes debra.hayes@tncourts.gov
Administrative Office of the Courts
Suite 600, Nashville City Center
511 Union Street
Nashville, Tennessee 37219
(615) 741-2687