



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

Career Employment Information

The District Attorney's General Conference Office is an equal opportunity employer accepting applicants from all experience levels. All applicants must provide a resume, cover letter, and signed application to be considered. Please contact the appropriate member of our Staff for all inquiries. All applications will be forwarded to the hiring committee.

It is the policy of the District Attorney's General Conference to prohibit discrimination in matters of recruitment, employment, training, promotion, wages, and discipline on the basis of race, ethnicity, color, gender, sexual orientation, age, religion, national origin, marital status, family status, height, weight, disability, veteran status, genetic status, or any other legally protected status in accordance with all federal, state and local laws and regulations. The District Attorney's General Conference Office will take affirmative action to ensure the fulfillment of this policy.

All staff with the District Attorney's General Conference provides key roles throughout the office to assist in the functioning of the 32 District Attorney Generals Offices.

TO APPLY:

For All Positions:

- Submit **One PDF File** to applicant@tndagc.org
- Comprised of the Following:
 - Signed Application (Designate Position Applying For)
 - Résumé
 - Cover Letter



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

Deputy Executive Director - Operations

Come join a dynamic team supporting the elected District Attorneys across the state of Tennessee.

The **Deputy Executive Director - Operations** is a core member of the executive leadership team, responsible for overseeing and optimizing the internal operations of the Tennessee District Attorney Generals Conference. This role provides strategic oversight to the Information Technology, Human Resources, and Fiscal departments, ensuring the Conference runs efficiently, responsibly, and in full alignment with its mission and statutory responsibilities.

This position plays point on critical administrative and operational functions from managing contracts and leases, to driving the budget process, to spearheading recruitment and talent development initiatives. The Deputy Director - Operations is a behind-the-scenes quarterback who keeps the team moving downfield and supports district attorneys and staff across Tennessee with the operational tools and structure needed to succeed.

Key Responsibilities:

Department Oversight & Team Leadership

- Supervise the Directors of the **Information Technology (IT), Human Resources (HR), and Fiscal departments**, providing leadership, strategic direction, and accountability.
- Foster collaboration among operational departments to support a high-functioning, service-oriented workplace culture.
- Encourage and supervise cooperation between operational and other teams for execution of Conference priorities
- Ensure that internal policies and systems meet compliance standards, support staff needs and reflect best practices.

Budget Development & Fiscal Strategy

- Take the lead in developing and preparing the annual budget request, in coordination with the Executive Director and other senior leaders.
- Oversee financial operations, including forecasting, reporting, and resource allocation.
- Provide budget-related testimony and documentation for legislative and administrative review as needed.

Contract & Lease Management

- Serve as the primary negotiator for all leases and contracts, including property leases, service agreements, and technology contracts.
- Coordinate legal and fiscal review to ensure contracts are compliant, cost-effective, and mission aligned.
- Maintain an up-to-date record of all active contracts and agreements and manage renewals and procurement planning.

District Support & Scheduling

- Facilitate **district visits** for the Executive Director and executive team to ensure consistent outreach and support across all 32 judicial districts.
- Work closely with District Attorneys and staff to identify operational needs, share best practices, and facilitate conference-wide consistency.

Recruitment & Talent Development

- Lead **recruitment efforts**, including job postings, candidate screening coordination, and onboarding practices.
- Oversee the **district summer law clerk program**, ensuring quality placements, orientation, and meaningful legal experience for participating students.
- Collaborate with HR to develop strategies to attract and retain top talent for both state office and judicial district roles.

Minimum Qualifications:

- Bachelor's degree in public administration, business, finance, law, or a related field.
- Minimum of 8 years of progressively responsible experience in operations, administration, or organizational leadership.
- Experience supervising multi-disciplinary teams and managing organizational budgets.
- Strong background in contract negotiation, HR operations, or public sector administration.

Preferred Qualifications:

- Master's degree in Public Administration (MPA), Business Administration (MBA), or JD.
- Familiarity with Tennessee state government processes and procurement systems.
- Experience working in a public safety, legal, or governmental environment.
- Demonstrated success in budget development and legislative support.

Anticipated Start Date - October 2025



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE
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**DISTRICT ATTORNEYS GENERAL CONFERENCE
STAFF APPLICATION**

Note: Please complete the following information. Please do not omit any information. Specify the position for which you are applying. Addresses and telephone numbers should be those where the applicant can be contacted. All information is subject to verification.

DATE: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: _____

MAILING ADDRESS: _____
(if different) _____

TELEPHONE: _____ WORK PHONE: _____

CELL NUMBER: _____

POSITION APPLYING FOR: _____

PERSONAL DATA:

Date of Birth: _____
(MONTH) (DAY) (YEAR)

Driver's License: _____
(NUMBER) (TYPE) (STATE)

Social Security Number: _____

EDUCATION:

High School Attended: _____ Date graduated: _____

Colleges and universities attended:

<u>SCHOOL</u>	<u>LOCATION</u>	<u>FROM/TO</u>	<u>DEGREE</u>	<u>MAJOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SPECIAL QUALIFICATIONS

Specialized coursework/training: If needed, attach separate sheet of paper:

<u>TYPE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>CERTIFICATE OF SERVICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

US CITIZEN: [] Yes [] No

MILITARY SERVICE: [] Yes [] No

CURRENT ORGANIZATION MEMBERSHIPS:

NAME OF ASSOCIATION

DESCRIPTION

EMPLOYMENT EXPERIENCE: (Give most recent first. Updated and accurate information should be provided so contact can be made with minimal effort.) Attach additional sheets if necessary.

1. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

2. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

3. Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

REFERENCES:

Give three references (not relatives or former or present employers) who are responsible adults who have known you for at least five years.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>Relationship</u>
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What special qualifications do you possess for this position?

Reason(s) for seeking employment with this organization:

Outside interests/hobbies:

CERTIFICATION:

I hereby certify that I (have/have not) been convicted of, or pled guilty to, to any felony and/or misdemeanor charge(s) in violation of any Federal or State law(s) or city ordinance(s).

I further certify that I (have/have not) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination.

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment or may result in my dismissal after my employment. I authorize the this office to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to this office. I further understand that, if considered for this position, this office will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this office and myself.

Signed this _____ day of _____, _____

Applicant's Signature

CRIMINAL HISTORY CHECK RELEASE
Tennessee District Attorneys General Conference

EMPLOYEE NAME: _____

SECURITY SOCIAL NUMBER: _____

DATE OF BIRTH: _____

The office of the District Attorney checks references , runs criminal histories and driving histories on all new employees, interns and volunteers. Your signature below authorizes us to perform these security checks.

**I, _____, GIVE MY PERMISSION TO THE
OFFICE OF THE DISTRICT ATTORNEY TO CHECK PERSONAL
REFERNCES AND TO CHECK NCIC FOR A CRIMINAL HISTORY.**

SIGNATURE

DATE

Background Investigation: The following transactions were run on employee:

- ☐ **National Criminal Information Database**
- ☐ **TBI Criminal History**
- ☐ **National & State Sex Offender Registry**
- ☐ **Orders of Protection**
- ☐ **Wanted Personal**

No criminal history record was found on this candidate.

SIGNATURE OF PREPARER

DATE