

# NH INSURANCE DEPARTMENT

## ADMINISTRATIVE HEARINGS JUDGE

(Hearings Examiner)

US:NH:CONCORD

Position #10953 – Labor Grade 31

Salary Range: \$65,949.00 - \$79,170.00

**Scope of Work:** This position will serve as the Administrative Hearings Judge for the New Hampshire Insurance Department (NHID), presiding over administrative hearings and preparing written decisions; planning and carrying out long-term legislative drafting projects for the NHID; and managing the NHID's compliance with document production requirements under RSA 91-A (the Right to Know Law).

**Accountabilities:** This position is responsible for conducting administrative hearings and related proceedings concerning a wide variety of insurance regulatory matters. This position will involve ruling on motions and issuing procedural and substantive orders consistent with all relevant legal standards; considering credibility and relevance of evidence to determine factual issues; and producing thoughtful and well-organized, written decisions that include factual findings, legal analysis and rulings of all issues in dispute, and application of regulatory remedies. This position will also assist the NHID with long term administrative and legislative drafting projects by formulating strategies to improve insurance regulatory standards; drafting comprehensive rewrites of outdated chapters of the New Hampshire Insurance Code, Title 37; and updating administrative regulations to better reflect current market characteristics and more suitably serve consumers, the NHID's licensees, the insurance market, and the public. This position will manage the NHID's compliance with all RSA 91-A (Right to Know) requests, including legal analysis of each request with special attention to any and all information that must

be kept confidential under the New Hampshire Insurance Code, Title 37; coordinate with and direct support staff in the fulfillment of all Right to Know obligations; and provide written responses to each request in a timely manner. This position will serve on special project teams with NHID staff to plan and execute NHID initiatives relating to administrative hearings, RSA 91-A requests, NHID's legislative and rule-writing projects, and other insurance regulatory matters.

### QUALIFICATIONS:

**Education:** J.D. from a recognized law school.

**Experience:** Five years' experience as an attorney, two years of which must have been as an attorney involved with administrative law or concerned with regulatory authorities.

**License/Certification:** Valid driver's license and/or access to transportation for statewide travel.

**SPECIAL QUALIFICATIONS:** Must be an active member of the New Hampshire Bar Association and in Good Standing.

Apply on line at: <https://das.nh.gov/jobsearch/employment.aspx>

For further information please contact:

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