

Legal Coordinator

NH Department of Health & Human Services

Position Number # 16086

Salary Range: \$58,636.50 to \$83,869.50

Duties include: Serves as client counsel to the DHHS providing legal advice to the DHHS on a wide-range of legal issues. Functions as general counsel, administers, and coordinates legal activities for the Department in various program areas including administration of public assistance programs, elderly and adult services and human resources. This position also provides primary legal resource coverage as directed. The person in this position works under the general direction and supervision of the Chief Legal Counsel.

Requirements: J.D. from a recognized law school, N.H. Bar membership, a driver's license and/or access to transportation for statewide travel and five years' experience in the practice of law.

How to APPLY: Please go to the following website to submit your application electronically through NH 1st: <http://das.nh.gov/jobsearch/employment.aspx>. A paper application may be sent to: New Hampshire Dept. of Health and Human Services, 129 Pleasant Street, Concord, NH 03301. Please reference the position number that you are applying for: #16086 Legal Coordinator. In order to receive credit for postsecondary education, a copy of official transcripts with a seal and/or signature MUST be included with the application. Please have transcripts forwarded to the Human Resources Office with the recruiting agency. Position will remain open until a qualified candidate is found. EOE.

For questions about these positions please contact Frank Nachman, Chief Legal Counsel at (603) 271-9228.