



NH LIQUOR COMMISSION - ATTORNEY IV

Position # 44226 – Concord Office

Salary Range: \$77,805 - \$93,346.50

See *total compensation information at the bottom of announcement.

The New Hampshire Liquor Commission currently has an attorney position available to supervise, integrate, coordinate, and evaluate all legal and legislative objectives and actions for the NH Liquor Commission.

The Duties include:

- Reviews documents, contracts, and relevant issues on behalf of the Commission and its three divisions and provides legal advice regarding them.
- Conducts and provides legal research on various Commission Administrative Rules, Regulations, Issues, Policies, and State & Federal Laws.
- Assists with agency legislative issues, formulates strategy, and represents agency as required.
- Serves as an advisor to the NHLC senior management team by effectively communicating legal advice. Assists with legal hearings and prepares legal hearings Orders and Decisions.
- Represents Commission and manages lawsuits and legal proceedings, including criminal matters and appeals.
- Oversees compliance issues, interfacing with relevant State and Federal Agencies.
- Conducts legal programs and initiatives to ensure efficiency and consistency in application of Commission objectives and recommends corrective action.
- Works with the NH Department of Justice on legal matters as needed.
- Represents Commission at state and out of state conferences and seminars and prepares and presents legal training and presentations as required.
- Supervises personnel, including disciplining employees, solving personnel problems, developing work methods and writing evaluations.
- Recognizes that everyone we come into contact with is a customer and treats all with courtesy, respect and the utmost professionalism.

Requirements: J.D. from an American Bar Association recognized law school, active member of the New Hampshire Bar Association and in Good Standing, six years' experience in the active practice of law, and a valid driver's license and/or access to transportation for statewide travel.

The Attorney IV is a confidential position.

*TOTAL COMPENSATION INFORMATION

The State of NH total compensation package features an outstanding set of employee benefits, including:

- HMO or POS Medical and Prescription Drug Benefits:

See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

Value of State's share of Employee's Retirement: 12.15% of pay

Other Benefits:

- Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- Flexible Spending healthcare and childcare reimbursement accounts
- State defined benefit retirement plan and Deferred Compensation 457(b) plan
- Paid holidays and generous leave plan
- \$50,000 state-paid life insurance plus additional low cost group life insurance
- Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx

Want the specifics? Explore the Benefits of State Employment on our website:

<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://das.nh.gov/hr/index.aspx>

HOW TO APPLY: Please go to the following website to submit your application electronically through NH First:

<http://das.nh.gov/jobsearch/employment.aspx>. A paper application may be sent to: New Hampshire Liquor Commission, 50 Storrs St., Concord, NH 03301, Attention: Karen Garneau. A paper application may be emailed to HR@LIQUOR.NH.GOV EOE