

# ADMINISTRATIVE OFFICE OF THE COURTS

## POSITION ANNOUNCEMENT #25-77

Location	Position Available	Salary Range	Closing Date
Administrative Offices of the Court, Concord, NH	General Counsel	\$104,657.8 - \$154,109.8 Labor Grade:58	Open until Filled
The normal workday for Judicial Branch employees shall consist of 7.5 hours per day with work normally performed between the hours of 8 a.m. to 4:00 p.m. Monday through Friday; however, the normal workday may be adjusted based on business needs.			
Employees hired for this position may be required to attend new employee orientation in Concord, NH prior to beginning their job at their assigned judicial branch location. Mileage reimbursement will be paid pursuant to the Personnel Rules or, if represented by a union, the collective bargaining agreement.			

### IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

**Step 1:** • Complete an application from the HR Job Postings page on the Website <https://www.courts.nh.gov/job-postings> (Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

**Step 2:** • e-mail application to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)  
• or fax application to: (603) 513-5454  
• or mail application to: Administrative Office of the Courts, Human Resources Department, One Granite Place, Suite N400, Concord, NH 03301

*\*At any time we may have more than one position vacant in the court system. Your application may not be considered without a position number listed at the top.*

### ABOUT THE NEW HAMPSHIRE JUDICIAL BRANCH

Our Mission: To preserve the rule of law and protect the rights and liberties guaranteed by the United States and New Hampshire Constitutions, the courts will provide accessible, prompt, and efficient forums for the fair and independent administration of justice, with respect for the dignity of all we serve.

### POSITION TITLE

This is a full time position working in the New Hampshire Court System, subject to the sufficient and continued funding of the Judicial Branch by the New Hampshire Legislature.

### GENERAL SUMMARY

The General Counsel serves as the chief legal advisor to the Judicial Branch, providing legal guidance to the Supreme Court, the Judicial Branch's Administrative Council, the Administrative Office of the Courts, and other judicial officers and staff. This position oversees all legal matters affecting the Judicial Branch, including litigation, compliance, contracts, legislative and government relations, and legal coordination with court partners and external agencies. The General Counsel ensures that all actions and policies of the Judicial Branch comply with federal and state law and judicial rules.

### REPORTING LINES

This position reports to the Director of the Administrative Office of the Courts

### ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

#### Legal Services:

- Provide legal advice and representation to the Judicial Branch on a wide range of issues including constitutional, statutory, regulatory, employment, procurement, ethics, and administrative law.
- Draft, review, and negotiate contracts, MOUs, and other legal agreements.
- Manage and oversee outside counsel handling litigation or specialized legal matters.
- Represent the Judicial Branch in administrative and judicial proceedings and in interactions with state agencies and legal organizations.
- Serve as the Judicial Branch's main point of contact for public records requests.

#### Government Relations:

- Serve as the primary liaison between the Judicial Branch and the Executive and Legislative Branches of government.

- Monitor proposed legislation and regulations that may affect the Judicial Branch; provide legal analysis and develop policy positions.
- Coordinate testimony and appearances before legislative committees and attend legislative hearings as needed.
- Build and maintain strong working relationships with lawmakers, legislative staff, and executive agencies.
- Prepare annual legislative priorities in coordination with judicial leadership.

#### Legal Coordination:

- Lead and coordinate cross-functional legal initiatives with judges, court administrators, clerks, and other stakeholders.
- Ensure consistent interpretation and application of legal standards across court divisions.
- Collaborate with state agencies, bar associations, and legal advocacy groups on legal and policy initiatives.
- Develop legal training and resource materials for judicial officers and staff.

### SUPERVISORY RESPONSIBILITIES

General Counsel may in the future be called upon to supervise legal staff, including assistant general counsel and legal analysts. Provide leadership and oversight for legal interns and contractors when applicable.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Juris Doctor (JD) from an accredited law school.
- Minimum of 7-10 years of progressively responsible legal experience, including work in government, public policy, or judicial systems.
- Prior experience working with or within the legislative or executive branches strongly preferred.

#### Licenses or Certifications

- Licensed to practice law and in good standing with the state bar.

### OTHER JOB REQUIREMENTS

- Standard office environment with some travel required for meetings, hearings, and conferences. May require extended hours during legislative sessions or high-priority legal matters.
- Successful completion of a background check, including criminal records check

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Judicial system operations, or willingness to learn these functions.
- Constitutional law and administrative law.
- Legislative processes and public policy development.

#### Skill in:

- Excellent written and verbal communication.
- Strong legal analysis and practical advisory skills.

#### Ability to:

- High degree of integrity, sound judgment, and professional discretion.
- Analyze complex legal issues and present clear, actionable guidance.
- Work collaboratively with judges, court staff, government officials, and stakeholders.

### DISCLAIMER STATEMENT

This position description represents general duties and is not intended to list every specific function of this position.