



## AGENCY COUNSEL \$82,557.00 – \$115,026.00

New Hampshire Employment Security seeks a full-time attorney to work as counsel to the Department in our Legal Unit. The responsibilities of the position include, but are not limited to: representing the Department in administrative appeals; drafting administrative orders; providing legal analysis on a broad range of unemployment compensation issues; preparing administrative rules and legislative filings; drafting, evaluating and editing contracts and MOUs; providing legal analysis and support to agency Human Resource personnel and providing oversight of Department efforts to collect overpayment and tax debts.



This unclassified position works collaboratively with Legal Unit staff and other agency personnel. The position is eligible for a hybrid work schedule combining in-office and in-state remote work.

**Qualifications:** JD degree, membership in the New Hampshire Bar Association, and three years of experience in administrative law, litigation, or client counseling. Public service experience is a plus.

**How to Apply:** Submit your resumé and cover letter to Donna Wardner, Human Resources Administrator, at [donna.j.wardner@nhes.nh.gov](mailto:donna.j.wardner@nhes.nh.gov) or apply online at <https://www.das.nh.gov/jobsearch/employment.aspx>. This position will remain open until a qualified applicant is selected.

**Total Compensation & Benefit Information:** The State of NH total compensation package features an outstanding set of employee benefits, including HMO or POS Medical, Dental and Prescription Drug plans.

State defined benefit retirement plan and Deferred Compensation 457(b) plan. Value of State's share of Employee's Retirement: 12.87% of pay.

Use this link for details on State-paid benefits: <https://www.das.nh.gov/hr/benefits.aspx>

Total Compensation Statement Worksheet: <https://www.das.nh.gov/jobsearch/compensation-calculator.aspx>