Staff Attorney

NHRS
New Hampshire Retirement System

The New Hampshire Retirement System (NHRS) is seeking a Staff Attorney to support the Chief Legal Counsel with the interpretation and application of state and federal laws governing NHRS and public retirement systems. This position represents NHRS in administrative proceedings, conducts legal research , drafts and reviews legal documents, and prepares legal analysis and recommendations for the Board of Trustees and its committees.

Key Responsibilities:

- Represents NHRS in administrative appeals and proceedings. Develops the administrative record and prepares legal memoranda, pleadings, briefs and related documents for presentation to the Board of Trustees or Benefits Committees.
- Reviews and interprets state and federal statutes, regulations, administrative rules and provides legal analysis.
- Monitors developments in retirement, benefits, administrative, tax, fiduciary , and public law.
- Review and approve Qualified Domestic Relations Orders (QDROs, DROs).

Qualifications:

- Juris Doctorate from an American Bar Association recognized law school.
- Entry level, three year of experience in the active practice of law preferred.
- Experience within a pension system or in the financial services industry preferred.
- Valid driver's license required.
- Must be an active member, in good standing, of the New Hampshire Bar Association, or have the ability to become a member of the New Hampshire Bar Association within six months.

Pay Range:

Hiring Range $80,000-$90,000/annually (within the full salary range of $71,000-$120,000/annually).