
General Counsel - Attorney(Job Id 43391)

Location: US:NH:CONCORD

Occupation 23-0000 Legal
Category: Occupations

Employment Type: FULL-TIME

Post Date: 10/01/2024

Close Date: 10/22/2024

Salary: 37.220-51.070
USD

Description

State of New Hampshire Job Posting

Department of Natural and Cultural Resources

Office of the Commissioner

172 Pembroke Road

Concord, NH 03301

General Counsel

Position #45022

***See total compensation information at the bottom of announcement.**

The State of New Hampshire, Department of Natural and Cultural Resources, Office of the Commissioner, has a full-time vacancy for a General Counsel.

Summary:

Administers and coordinates all legal and legislative objectives and actions for the Department of Natural and Cultural Resources. Provides legal guidance in all areas of department operations. Collaborates with the Department of Justice as necessary, in analyzing and interpreting state laws, federal laws, and internal and external rules and regulations which impact the department. Provides legal oversight of legislative rule making for the department and advises staff and the commissioner on legislative activities relative to the department.

Responsibilities:

Administers and coordinates all legal activities impacting the Department of Natural and Cultural Resources (DNCR). Works in conjunction with the commissioner and division directors to include the provision of legal advice as needed. Oversees DNCR agency action in lawsuits, legal proceedings, and criminal matters. Works with the New Hampshire Department of Justice (DOJ) on legal matters as required.

Drafts proposed statutory language and amendments to state statutes, as requested or directed by the commissioner, and

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coordinates with the Office of Administration and respective divisions on such draft proposals for review and approval prior to any official submissions. Testifies in legislative hearings as directed, recommends specific bills for tracking, and performs research on legislative matters. Develops the department's legislative response in coordination with the commissioner and prepares speaking points for testimony.

Develops, coordinates, and monitors all matters related to the department through the formal rulemaking processes under RSA 541-A. Collaborates with the Office of Administration to ensure that the regulations have been promulgated in compliance with requirements of the Administrative Procedures Act, are in accordance with the department's statutory authority, and consistent with department policy and administrative practice.

Provides legal advice to the commissioner, division directors and Office of Administration, working in conjunction with the Attorney General's Office, to render legal opinions and guidance relative to contracts, agreements, real estate transitions to include purchase and sales, rights-of-way, and special use permits. Reviews and researches state and federal grant funding agreements, trail use agreements, fee structures and easements.

Responds to governmental inquiries relative to policy, procedures, and rulemaking. Oversees the coordinating, documenting and formulating of DNCR responses to requests for information pursuant to RSA 91-A.

Provides guidance with the creation, development, and maintenance of DNCR internal policies. Assists the commissioner in drafting such policies and procedures and assists with the creation of a uniform and accessible departmental reference repository. Assists the Chief of Administration with updates to internal agency handbooks and guides relating to DNCR processes and procedures including drafting and maintenance of a reference document library of information relating to agency functions to establish a working resource for the long-term use of agency personnel.

Assists the commissioner and senior staff on special projects, including but not limited to responding to various inquiries, informational requests or other legal or statutory matters as needed or assigned by the commissioner across all DNCR functional areas, serving on multi-agency teams and projects as assigned and conducting research on matters relating to DNCR duties under RSA 12-A, consulting with counsel at DOJ, as required.

Researches, analyzes, and interprets state and federal statutes and rules to guide decisions of Department staff when formulating, changing or modifying new or existing rules or legislation. Assists the commissioner in conducting pre-hearings, hearings and investigations concerning the rights of the public, development of contracts and all legal advice and language as determined by the legislative and legal intent of the Department.

YOUR EXPERIENCE COUNTS - Each additional year of approved formal education may be substituted for one year of required work experience and/or each additional year of approved work experience may be substituted for one year of required formal education.

MINIMUM QUALIFICATIONS:

Education: Juris Doctorate from an American Bar Association recognized law school.

Experience: Six years of experience in the active practice of law.

License/Certification: Must possess a valid driver's license. Motor Vehicle Record (MVR) must meet the minimum standards as established by the agency.

Special Requirements: Knowledge of rulemaking and the legislative process; criminal prosecution/law enforcement; real estate contract law; conservation easements and land-related legal issues. Public speaking, as well as the ability to establish and maintain effective working relationships with state agency heads and legislators. Must be an active member of the New Hampshire Bar and

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in Good Standing.

DISCLAIMERS:

The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that job title.

The work of an employee in trainee status in this position shall be overseen by a fully qualified individual. An employee in trainee status shall meet the minimum qualifications within the period of time specified on the SJD, not to exceed one year of being hired into this position.

For further information please contact: Commissioner Stewart, sarah.l.stewart@dncr.nh.gov.

***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:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

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: 13.85% of pay

Other Benefits:

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts

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- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan
- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o 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>

EOE

TDD Access: Relay NH 1-800-735-2964