

# Hearings/Rules Administrator Position #16738

The N.H. Department of Labor seeks a full time Hearings/Rules Administrator. This position will administer agency objectives through oversight of the Department's Bureau of Hearings. Additionally this position will administer the Department's administrative rulemaking activities.

Duties include: Management and supervision of the Department's bureau of hearings processes and proceeding. Evaluate state statutes, regulations and court decisions relevant to bureau of hearing operations to maintain bureau standards and procedures and advise on administrative questions to bureau of hearings staff. Performs host of activities related to the promulgation of Departmental regulations in the context of the administrative rulemaking process.

Requirements: J.D. from a recognized law school, N.H. Bar membership, a driver's license and 5 years' experience in the practice of law, preferably in the area Administrative Law or concerns with regulatory authorities.

How to apply: Please go to the following website to submit your application electronically through NH 1st: **<http://das.nh.gov/jobsearch/employment.aspx>**. Please reference the position number that you are applying for: #16738 Hearings/Rules Administrator. In order to receive credit for postsecondary education, a copy of official transcripts with a seal and/or signature **MUST** be included with the application. Please have transcripts forwarded to the Human Resources Office with the recruiting agency. Position will remain open until a qualified candidate is found. EOE.

For questions about this position please contact Kenneth Merrified Commissioner at (603) 271-3699.