

LEGISLATIVE & BILL DRAFTING ATTORNEY
OFFICE OF LEGISLATIVE SERVICES
GENERAL COURT OF NEW HAMPSHIRE
CONCORD, NEW HAMPSHIRE

This full-time position is in the Office of Legislative Services (OLS). OLS is the official bill drafting office for both houses of the General Court of New Hampshire (legislature) and provides strictly nonpartisan and centralized drafting of bills, amendments, resolutions, and other documents as needed for legislators, legislators-elect, legislative committees, and joint committees.

The objective of OLS is to provide high quality services in a professional manner. OLS seeks to foster professionalism and expertise that result in the highly accurate production of legislative documents and publication of laws for the members of the legislature and the public.

This position qualifies for a full benefit package including retirement, health insurance, paid holidays, vacation, and sick leave, and is located at the New Hampshire State House in Concord, New Hampshire.

Duties

Assist members of the New Hampshire Senate and House of Representatives, and their respective office personnel in the production of documents for the legislature.

Provide bill drafting expertise and service to ensure that all legislative documents produced by OLS meet the technical and editorial standards contained in the Bill Drafting Guide and Style Manual, as well as statutory and case law requirements.

Receive and process bill drafting requests from members of the Senate and House of Representatives and their respective office personnel to ensure draft legislation is in standard legislative format.

Advise and assist members of the legislature in resolving practical, technical, and legal issues in their bill drafting requests.

Contribute as a team member within the office. Each document produced by OLS is reviewed by an attorney, a support typist, and proofreading staff.

Compile current state laws and changes enacted in each legislative session for publication by the official state publisher in the codification of laws of a general and permanent nature published as the New Hampshire Revised Statutes Annotated (RSA).

Review existing RSA sections that were amended multiple times during the legislative session to ensure the public laws conform with the intent of the legislature.

Review bills prior to publication in the RSAs for conformance with appropriate RSA style and numbering of new or recodified sections.

Reviewing publication documents prior to final publication of the RSA by the official publisher.

Performing other duties, including assisting the OLS Administrative Rules Division in reviewing and presenting agency rules to the Joint Legislative Committee on Administrative Rules, as may be necessary.

Qualifications

Ability to expeditiously and accurately evaluate large amounts of information, including existing laws, rules, and court cases, for the effective preparation of legislation.

Have a strong desire to become proficient in the technical aspects of bill drafting and the legislative process.

Strong organizational skills with the ability to manage, prioritize, and complete multiple drafting projects under the time constraints of a fast-paced legislative environment.

Positive attitude and the ability to be an exceptional team member.

Ability to maintain strict confidentiality at all times.

A dependable and strong work ethic and the ability to maintain a professional demeanor.

Flexible, organized, self-motivated, and attentive to detail.

Willing to work in person or remotely as may be needed.

Ability to work more than a 40-hour work week during the legislative session. Must be able to work mandatory overtime during the legislative session including evenings, holidays, and weekends. Leave during the legislative session is not typically approved unless there is an exceptional circumstance.

Strong familiarity with Microsoft Office 365 and associated applications.

Graduate of an accredited law school and admitted to the New Hampshire Bar Association or will pursue admission.

This is not a remote-work position.

Salary

Range: \$71,136 minimum. You and your dependents are eligible for a wide range of comprehensive benefits including health, dental and life, retirement savings, and a variety of other options to help employees meet their family's needs.

How to apply

This is a great opportunity to join a dynamic office in the New Hampshire Legislative Branch. If this sounds like a good fit for you and a position that you would enjoy, please submit in MS Word or PDF format a resume and a cover letter explaining your interest and qualifications by email to david.alukonis@leg.state.nh.us. Please put your name and "Legislative attorney application" in the subject field of the email (for example: John Doe, Legislative Attorney Application).

The position will remain open until filled.

The General Court of New Hampshire is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.

David J. Alukonis, Director
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