

#33422 - PARALEGAL I - External

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PARALEGAL I(Job Id 33422)

Location: US:NH:CONCORD

Category: PROFESSIONAL &
MANAGERIAL

Employment Type:

Post Date: 08/23/2023

Close Date: 10/02/2023

Salary: 39,760.500-
46,527.000 USD

Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Enforcement

7 Eagle Square, Concord NH 03301

PARALEGAL I

Labor Grade 16

Position # 13064

The State of New Hampshire, Office of Professional Licensure and Certification, Division of Enforcement has a full-time vacancy for a Paralegal I.

Summary:

To perform administrative, law-related duties and judicial support activities within the Office of Professional Licensure and Certification.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or two years of college with a major study in law, paralegal studies or a related legal field, or a paralegal certificate from a certified paralegal program. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in legal research, legal investigative work, paralegal work, criminal justice or an area which provided experience with legal terminology. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license, if necessary, for travel throughout the State.

YOUR EXPERIENCE COUNTS

Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced in the posting! *See Per 405.1.*

18 Months of additional relevant experience = Associate's degree

36 Months of additional relevant experience = Bachelor's degree

54 Months of additional relevant experience = Master's degree

Responsibilities:

Serves as primary contact for the general public, licensees and attorneys regarding the adjudicatory, disciplinary, and investigatory process. Responds to public inquiries including disseminating information regarding the complaint and adjudicatory process.

Monitors and maintains the adjudicatory, disciplinary, and investigatory programs to ensure compliance with state mandated requirements.

Works to support the prosecuting attorney, hearing examiner, investigator, or board administrator in matters of adjudication, disciplinary, or investigation by planning, organizing and managing all aspects of case processing and related correspondence.

Accepts and logs complaint filings. Review motions filed by parties and prepares orders for distribution. Notifies parties of dates and times of complaint hearing and submission deadlines.

Prepares legal correspondence and reports for dissemination to the Board, attorneys, respondents, and parties.

Works with prosecuting attorney, investigator, or board administrator to review complaints in relation to statute and rules for licensing scope and practice.

Responds to public inquiries including disseminating information regarding the complaint and disciplinary process, eligibility for licensure or certification as well as general inquiries about professional obligations.

Assists with taking minutes, as it relates to adjudicatory matters.

Establishes and maintains effective working relationships with other employees and the general public.

For further information please contact Michael Porter, Administrator

Email: Michael.W.Porter@oplc.nh.gov Telephone: 603-271-0140

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:

Employee Benefits | NH Dept. of Administrative Services

Value of State's share of Employee's Retirement: 13.85% of pay.

Other Benefits:

- Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- Flexible Spending healthcare and childcare reimbursement accounts
- State defined benefit retirement plan and Deferred Compensation 457(b) plan
- Work/life balance flexible schedules, paid holidays and generous leave plan
- \$50,000 state-paid life insurance plus additional low-cost group life insurance
- Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

Total Compensation Calculator | Human Resources | NH Dept. of Administrative Services

Want the specifics? Explore the Benefits of State Employment on our website:

Human Resources | NH Dept. of Administrative Services

Benefits Summary (nh.gov)

EOE

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