

# Manager of the Administration and Support Division of the Office of Legislative Services

## Office Overview:

The Office of Legislative Services (OLS) provides legal, research, and support services to the elected members and the staff of the New Hampshire House of Representatives and the New Hampshire Senate (The General Court of New Hampshire)

The Administration and Support Division of OLS is the initial point of contact for elected members and staff to reach any staff member or division of OLS. The Division works closely with the OLS attorneys that write legislation for members of the House and Senate. OLS staff are responsible for document preparation and proof-reading, database, and records management, as well as communications with members, staff, and the public regarding legislation, the legislative process, and much more.

## Responsibilities:

Under the direction of the OLS Director, the manager of the Administration and Support Division:

- Supervises, schedules, and assigns tasks to the division staff and reviews their work
- Assists the director in the recruitment and selection of division staff
- Develops and implements training programs for division staff
- Conducts personnel reviews of division staff as well as implements disciplinary and/or work improvement plans for division staff
- Works with strict deadlines requiring occasional extended workhours which may occasionally include weekends and late hours when the legislature is in session
- Coordinates support services for all divisions of OLS and assigns work and projects to staff
- Works closely and in concert with the OLS attorneys within the legal division that produce documents at the request of elected members and staff of the General Court.
- Develops, and maintains, a written manual of procedures used by OLS throughout the legislative session which explain the complexity of the legislative management system (xmLegislator) and lays out procedures which coordinate with other offices.
- Establishes and maintains relationships as well as coordinates, assists, and implements procedures with all other offices of the General Court including House and Senate Committee Services, the offices of the House and Senate Clerk, the office of the Senate President, office of the Speaker of the House, the Legislative Budget Assistant Office, as well as the office of the Secretary of State.
- Coordinates the resolution of technology issues with the General Court Information Technology Office
- Maintains strict confidentiality regarding members' requests and internal materials
- Oversees all requests and resultant actions of OLS by members of the legislature including bill filing, amendment requests, withdrawals, and member signoff
- Manages the "Senate signoff dashboard"
- Answers inquiries by elected members and staff as to status of legislation, signoffs, etc.
- Is responsible for reviewing, answering, and/or forwarding all email requests that come into the centralized OLS email inbox (over 15,000 per year).
- Is responsible for the preparation of all legislation (bills, amendments, resolutions, etc.) in the General Court's Legislative Management System

- Reviews and processes sponsor-approved legislation for transmittal to either clerks' office for introduction in camera ready format
- Is responsible for emailing out all attorney-approved documents to House and Senate members and staff, including proposed legislation, amendments, co-sponsor requests, committee of conference reports, enrolled bill amendments, etc.
- Is responsible for resolving any technical or formatting problems that may arise with documents
- Shall be able to perform all the tasks and duties that are assigned to all division staff when necessitated by deadlines and workload, including, but not limited to: formatting and typing of documents, archiving files, and the distribution of various printed publications to all offices and committees of the General Court
- Reviews, edits, and proofreads all documents including bills and amendments prepared by support staff prior to final review by the OLS attorneys.
- Assists and prepares documents, correspondence, and other materials for the OLS Director
- Promptly advises the OLS Director of all problems or concerns, both internal and external as they arise
- Maintains a time sheet for all employees from all four OLS Divisions and coordinates the reporting of that information with the OLS Director and the General Court Administrative Office
- Shall perform any other tasks as assigned by the Director

### Knowledge, Skills & Abilities

- Strong organizational skills with the ability to manage, prioritize, and complete multiple projects under the time constraints of a fast-paced legislative environment
- Familiarity with legal and/or government operations and jargon
- Experience proofreading and editing complex documents
- Excellent written and oral communication skills
- Experience and demonstrated ability to handle complex situations in a deadline-driven environment
- Extensive experience and working knowledge of Microsoft Office 365 applications including Outlook, Word, PowerPoint, Excel, Planner and Teams.
- Strong customer service skills
- Ability to work independently and as a member of a team

### Minimum Qualifications

- Associate's or bachelor's degree or relevant experience in a government or legal office

### Salary

Range: \$53,001 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](mailto:david.alukonis@leg.state.nh.us). Please put your name and "Manager of Administration and Support application" in the subject field of the email (for example: John Doe, Manager of Administration and Support application).

The position will remain open until filled.

David J. Alukonis, Director

Office of Legislative Services

[David.alukonis@leg.state.nh.us](mailto:David.alukonis@leg.state.nh.us)