

JOB TITLE: Legislative and Bill Drafting Attorney

DIVISION: Office of Legislative Services—Legal Division

Job Summary:

This full-time position is in the Legal and Drafting Division of the Office of Legislative Services (OLS). The Legal and Drafting Division 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 legislative 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.

This is not a remote work position.

Supervisory Responsibilities:

None

Duties & Responsibilities:

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

Evaluate, expeditiously and accurately, large amounts of information, including existing laws, administrative rules, and court cases, for the effective preparation of legislation and communication with legislators, staff, and other interested parties.

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

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

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

Assist in the enrollment of bills which have passed both houses of the General Court, to include reviewing existing RSA sections that may have been amended multiple times during the legislative session to ensure that conflicts are minimized and that statutes conform with legislative intent.

Review and proofread publication documents prior to final publication by the official publisher; to include replacement volumes and supplements to the RSAs, as well as the Annual Chapter Laws.

Collaborate with others and work effectively in a team environment.

Performing any other duties as assigned by the Director, 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.

Knowledge, Skills, & Abilities

- Excellent verbal, grammatical, and written communication skills
- Excellent interpersonal and customer service skills
- Considerable knowledge of the principles of law and judicial procedures
- Working knowledge of New Hampshire statutes in all subject areas and the New Hampshire constitution
- General knowledge of legislative procedures and organization, structure and service functions of state government
- Ability to maintain strict confidentiality at all times
- 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 365 (formerly Office 365) and associated applications including Excel, Teams, Word and Outlook
- Strong organizational skills with the ability to manage, prioritize, and complete multiple drafting projects under the time constraints of a fast-paced, deadline-driven, legislative environment
- Positive attitude and the ability to be an exceptional team member
- Dependable and strong work ethic as well as the ability to maintain a professional demeanor
- Flexible, organized, self-motivated, and attentive to detail
- Work professionally with people from a wide variety of cultural and socio-economic backgrounds

Education & Experience:

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

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Disclaimer Statement:

This position description represents general duties and is not intended to list every specific function of this position.

Starting Salary: \$71,974

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 application deadline is February 28, 2023.

David J. Alukonis, Director
Office of Legislative Services
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