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CHIEF ADMINISTRATIVE PROSECUTOR(Job Id 37797)

Location: US:NH:CONCORD

Occupation 23-0000 Legal
Category: Occupations

Employment Type:

Post Date: 01/23/2024

Close Date: 02/29/2024

Salary: 33.470-45.720
USD

Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Enforcement

7 Eagle Square, Concord NH 03301

www.oplc.nh.gov

CHIEF ADMINISTRATIVE PROSECUTOR

\$33.47/hour - \$45.72/hour

37.50 Hours Per Week

Position # 44591

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

Summary: Supervises and coordinates all legal and legislative objectives within the Prosecutions Bureau of the Division of Enforcement, Office of Professional Licensure and Certification.

MINIMUM QUALIFICATIONS:

Education: Juris Doctorate from an American Bar Association recognized law school.

Experience: Five years' experience in the active practice of law.

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

SPECIAL QUALIFICATIONS: Must be an active member of the New Hampshire Bar Association and in Good Standing.

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:

Supervises and coordinates all administrative prosecutions within the Office of Professional Licensure and Certification, Division of Enforcement, Prosecution Bureau. Negotiates and oversees the negotiation of potential settlements to resolve pending disciplinary matters prior to and in lieu of hearing. Confers with OPLC staff, outside attorneys, and law enforcement, as necessary regarding matters brought to the Division's attention.

Designs and coordinates the implementation of administrative prosecution initiatives to ensure consistent approach by staff prosecutors in handling of cases. Monitors cases for trends in disciplinary actions. Provide reports to executive management team regarding the Bureau's caseload.

Coordinates the legislative needs for state agency action in response to disciplinary trends. Acts as an official representative at legal or legislative hearings. Testifies before the General Court regarding legislation impacting the Bureau.

Supervises and coordinates legal staff activities and schedules, including disciplining employees, solving personnel problems, developing work methods and writing evaluations. Conducts legal training of attorneys, investigators, inspectors, and other staff to ensure consistent application of agency objectives. Assists in the development of policy and procedures for the Bureau.

Serves as agency representative or liaison for legal activities involving the court system, including criminal matters pertaining to unlicensed practice. Represent agency employees subpoenaed to testify in criminal or civil matters. Along with the Director of Enforcement, coordinates state response to litigation matters with the Department of Justice.

Conducts prosecution in disciplinary hearings before the Boards, Councils, and Commissions within OPLC by way of offers of proof, presentation of evidence and witness testimony.

In collaboration with the Investigations Bureau Chief and Compliance Bureau Chief, oversees the investigations by legal staff of formal complaints filed with all occupational licensing boards within the Office of Professional Licensure and Certification, including interviews of complainants, respondents, and witnesses.

Supervises the evaluation of initial complaints by legal staff concerning possible violations of occupational licensing laws, administrative rules and regulations, and determine whether or not the licensing boards have proper jurisdiction.

Reviews detailed reports of findings drafted by legal staff and make recommendations.

Interprets state statutes and regulations and provide legal analysis and counsel concerning occupational licensing disciplinary matters.

Conducts legal research, prepares and oversees the preparation of motions and other legal documents and pleadings for filing in administrative disciplinary proceedings occurring at the Office of Professional Licensure and Certification.

For further information please contact Jessica Kallipolites, Director

Email: Jessica.F.Kallipolites@oplc.nh.gov Telephone: 603-271-6943

To learn more about OPLC, please visit our website at www.oplc.nh.gov

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