



DEPARTMENT OF REVENUE ADMINISTRATION
ASSTISTANT REVENUE COUNSEL
\$65,000.00 to \$81,978.00

The New Hampshire Department of Revenue, 109 Pleasant St., Concord NH, seeks a New Hampshire-licensed attorney to serve in the role of assistant general counsel. The successful candidate will work as a team with the Revenue Counsel to manage the Department's legal needs and carry out the duties and responsibilities as outlined below. Preference will be given to candidates with experience representing clients in a courtroom and before administrative boards, in addition to the ability to negotiate with taxpayers and representatives to bring contested cases to resolution in a fair and reasonable manner. The successful candidate will possess the ability to productively advise the Commissioner's Office and all Department Divisions on a range of tax matters, personnel issues and contract management. A positive attitude and the drive to tackle projects efficiently, effectively and in a timely manner is required.

Salary commensurate with experience. New Hampshire driver's license is required.

Duties and Responsibilities:

- Advise the Commissioner's Office and the Division Directors on all matters arising from the statutory authority of the Department, personnel issues and contract management.
- Assist Revenue Counsel in managing all Department litigation.
- Review contested cases, formulate legal analysis, recommend course of action and represent the appropriate Division in the administrative hearing process and before the Board of Tax and Land Appeals.
- Negotiate with taxpayers and their representatives to bring contested cases to resolution.
- Draft administrative rules, as appropriate, and administer the rulemaking process for the Department.
- Develop and implement Department training programs, as necessary.
- Prepare and file proof of claims in bankruptcy court, manage bankruptcy process, and advise the Department on all bankruptcy issues.

MINIMUM QUALIFICATIONS:

EDUCATION: Juris doctor degree from an accredited law school.

EXPERIENCE: A minimum of two to four years practicing law relevant to the position is preferred.

Interested candidates can submit letter of interest and resume to NH DRA, Attn: Legal Bureau, 109 Pleasant Street, PO Box 457, Concord, NH 03302.