



LEGAL SECRETARY III
NEW HAMPSHIRE STATE LIQUOR COMMISSION
Division of Enforcement
Part-time
28 hours a week, Tuesday - Friday 8:00-3:30
\$14.11/hr

The New Hampshire State Liquor Commission is accepting applications for a Legal Secretary III with the Division of Enforcement 57 Regional Drive, Suite 8 Concord, New Hampshire 03301.

PLEASE INDICATE ON YOUR APPLICATION, THE POSITION & LOCATION YOU ARE APPLYING FOR.

Closing date: Friday, November 2, 2012

SCOPE OF WORK: To perform diverse legal clerical duties in achieving daily objectives relating to Liquor Commission Enforcement reports, documents, and agendas.

ACCOUNTABILITIES:

- Takes dictation and/or transcribes legal tapes and types handwritten materials, including pleadings, correspondences and other specialized legal documents and memoranda.
- Prepares briefs and proof reads other related legal documents
- Receives, opens and distributes legal correspondence for an assigned organizational unit.
- Review and audit criminal arrest reports, criminal and administrative investigative reports, and discovery requests
- Operates Word processing, MS Excel, Outlook and other related software (i.e. IMC Criminal Data Base) and office equipment to input and retrieve a variety of data.
- Sorts and files arrest reports, incident reports, criminal complaints, and administrative complaints.
- Operates simple office machines in the performance of clerical operations where conditions of work require no previous training in their use.
- Provides assistance to other units at Enforcement, answering phones, dealing directly with the public, interacts with county attorney personnel and local prosecutors and defense attorney's, and other miscellaneous office related tasks.
- Sorts and Files correspondence and confidential documents alphabetically, numerically or by other established classifications; removes material from files upon request.

MINIMUM QUALIFICATIONS:

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

Experience: Two years' experience in a secretarial position, including experience in a legal office 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.

Special Requirements: Applicants must be able to satisfactorily undergo a state police criminal records check and reference check as a condition of employment. These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions.

Inquiries regarding this opportunity may be directed to Deputy Chief, Scott Dunn at (603) 271-8529 or Scott.dunn@liquor.state.nh.us.

HOW TO APPLY: An official application for employment may be obtained from and returned to New Hampshire Liquor Commission, Human Resources, 50 Storrs street PO Box 503, Concord, New Hampshire, 03302-0503 (603) 230-7052 and is available on the Internet at <http://www.nh.gov/liquor/employment.shtml>. In addition, an official state application for employment may be obtained from www.admin.state.nh.us/hr. *** **In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. *****

For further information, please contact Cathy Thornton, Human Resources Assistant at (603) 230-7052 or hr@liquor.state.nh.us.

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