



**LIQUOR LICENSURE SPECIALIST
NEW HAMPSHIRE LIQUOR COMMISSION**

#17085

40 hours a week

\$35,776 - \$42,016

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

SCOPE OF WORK: To investigate, integrate and formulate new and renewal applications made to the liquor commission to sell alcoholic beverages at retail, wholesale and manufacturer levels; to formulate applications and supporting documentation to insure compliance with Title XIII Statute, NHSLC Administrative Rules and Standard Operation Procedures, all city and town regulations, and federal laws as a representative of the Bureau of Enforcement and Licensing.

For more details about this position please contact James Wilson (603)271-8825 or e-mail jwilson@liquor.state.nh.us

Position closes on April 26, 2013.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or technical institute with a major study in business administration, accounting or business law or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience dealing with governmental regulation or law, or a position dealing with the public in organized programs. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS: Must be at least 21 years of age upon application for position.

The following items are a requirement and need to be completed as a condition of employment:

- **Criminal records check;**
- **Reference check.**

These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months. All employees will have these background checks completed.

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. hr@liquor.state.nh.us 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 at 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. *****

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