



NEW HAMPSHIRE RETIREMENT SYSTEM

Career Opportunity

Executive Assistant, Legal

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org

Position Title: Executive Assistant, Legal

Functional Area: Legal

Date Established: 10/13/2025

Title of Supervisor: Chief Legal Counsel

Date of Last Amendment: N/A

NHRS Position Band/Min. Step: N/A

Collective Bargaining Unit Status: Not In Unit

Full Salary Range: \$45,000-\$75,000

Hiring Range: \$45,000-\$55,000

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

The Legal Assistant provides administrative and procedural support to the Legal department in the preparation, coordination, and documentation of NHRS Board and Committee meetings, as well as other legal and administrative functions. This position is responsible for managing meeting schedules, assembling materials, ensuring compliance with public notice requirements, and maintaining accurate records of proceedings. The Legal Assistant performs a variety of confidential and detail-oriented tasks that support the efficient and compliant operation of NHRS governance activities.

ACCOUNTABILITIES:

- Provides administrative support to the Legal department including but not limited to responding to phone/email messages and scheduling administrative hearings and legal department meetings.
- Organizing logistics for committee and other meetings, including room set up, schedule of presentations, technology setup, food arrangements, staff notification, and other special items, as necessary.
- Prepare Public Notices to ensure compliance with applicable laws.
- Prepare and assemble meeting and administrative hearing materials, including agendas, draft motions, and supporting documentation.

- Provides administrative support for operational activities. Preparing and submission of administrative paperwork, and assist in preparing document packages and reports.
- Attend meetings as needed to record discussions and actions; draft accurate and timely meeting minutes.
- Revise and finalize approved minutes for posting and permanent record retention.
- Maintain organized files of meeting materials, minutes, and related correspondence.
- Assisting with public notifications of meetings and assisting with the preparation of the Board of Trustees electronic mailings.
- Coordinate with the Communications team to finalize and post minutes on the external NHRS website as well as providing public/redacted documents.
- Assisting in document and database management, including electronic filing and maintenance of monthly, quarterly, annual, and ad-hoc reports.
- Drafting and distributing internal directives and communications as assigned.
- Other appropriate and related duties assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associates' Degree. Each additional year of approved formal education may be substituted for one year of required work experience. Bachelor's Degree preferred.

Experience: 3+ years' experience in a law firm or legal office, in an administrative support role or in a related a professional office environment, performing various administrative support functions. Each additional year of related experience may be substituted for required education.

License/Certification: Valid Driver's License

SPECIAL REQUIREMENTS:

- Serve as a trusted administrative resource, demonstrating sound judgment, discretion, and professionalism in handling sensitive and confidential information.
- Strong organizational skills including the ability to effectively plan, prioritize, and perform diversified duties accurately.
- Ability to communicate effectively and diplomatically with internal and external diverse constituents.
- Strong attention to detail and proofreading skills.
- Excellent organizational, multitasking, and prioritization skills.
- Strong interpersonal and communication abilities.
- Ability to manage deadlines and balance multiple active matters and work well under pressure.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Demonstrated proficiency with various computer applications including Microsoft Word, and Excel.
- Proficient with technology and quick to learn new systems
- Demonstrated ability to practice appropriate judgment, discretion, and diplomacy.
- Ability to establish and maintain effective working relationships with co-workers, outside vendors, and other constituent groups and individuals.
- Dependability and reliability; detail-oriented and conscientious.

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required in meeting project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.