NHRS
New Hampshire Retirement System

NEW HAMPSHIRE RETIREMENT SYSTEM
POSITION DESCRIPTION

Position Title: Staff Attorney

Functional Area: Legal **Date Established:** 10/01/2026

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

FLSA Status: Exempt **Full Salary Range**: $71,000-$120,000

Supervises: None

SCOPE OF WORK:

Under the direction of the Chief Legal Counsel, the Staff Attorney provides legal counsel and support concerning the interpretation and application of state and federal laws governing NHRS and public retirement systems. This position advises management and staff, represents NHRS in administrative proceedings, conducts legal research, drafts and reviews legal documents, and prepares legal analysis and recommendations for the Board of Trustees and its committees.

ACCOUNTABILITIES

- Reviews and interprets state and federal statutes, regulations, administrative rules, court decisions, Attorney General opinions, and other legal authorities, and provides legal analysis and advice to management and staff regarding legal or compliance requirements applicable to NHRS.
- Provides legal counsel regarding contracts, procurement, governance, and other legal matters affecting NHRS operations.
- Represents NHRS in administrative appeals and proceedings, including disability retirement determinations. Develops the administrative record and prepares legal memoranda, pleadings, briefs and related documents for presentation to the Board of Trustees or Benefits Committee, as appropriate.
- Provides legal oversight and guidance concerning NHRS return-to-work requirements, gainful occupation determinations, disability re-examinations, and related benefit-administration matters.
- Identifies and assesses litigation and legal risk; recommends appropriate risk-mitigation strategies and assists with the resolution of disputes and matters involving outside counsel.
- Assists with the monitoring and review of proposed legislation affecting NHRS; analyzes legal and operational impacts; and recommends appropriate agency action.
- Assists with drafting and reviewing administrative rules, board policies, contracts, procurement documents, and other legal instruments; assists with negotiations and evaluates the legal and

operational implications of proposed actions.

- Monitors developments in retirement, benefits, administrative, tax, fiduciary, and public law; and provides legal training and guidance to NHRS staff as needed.
- Provides legal guidance regarding NHRS compliance with RSA 91-a, including the review and coordination of right-to-know requests.
- Provides legal support to other Board committees as assigned.
- Reviews and approves Qualified Domestic Relations Orders (QDROs, DROs).
- Performs other appropriate and related legal duties and special projects as assigned by the Chief Legal Counsel.

MINIMUM QUALIFICATIONS:

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

Experience: Entry level, three years of experience in the active practice of law preferred.

License/Certification: Valid driver's license required. Must be an active member, in good standing of the New Hampshire Bar Association.

SPECIAL REQUIREMENTS:

- Knowledge of pertinent laws of trial, legal procedures, and methods of legal research.
- Strong foundation in legal research, writing, and statutory interpretation, along with a demonstrated ability to apply legal principles to real-world operational and administrative challenges.
- Ability to translate complex legal requirements, particularly under RSA 100-A and applicable federal tax qualification rules into clear, practical guidance.
- Demonstrated interest in litigation, and/or public agency law and governance.
- Ability to prepare legal cases and briefs and to represent an agency in administrative proceedings.
- Ability to develop and present high-quality written legal opinions.
- Ability to communicate effectively and diplomatically with members, internal and external stakeholders.
- Extensive knowledge of Microsoft Office Suite.
- This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.
- Ability to work both independently and collaboratively across departments, including Member Services, Employer Reporting, Finance, and Information Technology.

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 to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work-related assignments on weekends are possible.

EXPECTATIONS OF NHRS EMPLOYEES:

Commit passionately to the vision and mission for NHRS.

Exercise diligent fiduciary responsibility – Act first and foremost as fiduciaries, whether it is an investment decision or an expense incurred to administer the retirement system, it must be made with members in mind.

Do what is right for the member, always – Provide member service at the highest level. *Every* member should receive the *same* level of *excellent* service. Decisions must be made with the benefit of all members in mind – not that of any individual or member group.

Accept responsibility – NHRS is New Hampshire's largest locally organized financial institution. This is exemplified by bringing professional expectations to our work. Commit to doing excellent work and trust that colleagues will also.

Operate transparently – While guarding the integrity of member information, provide responsive and accurate information, data, and analysis to our many stakeholders, including members and their employee groups and associations, employers, the Legislature and its committees, and the public.

Adhere to legal frameworks that NHRS operates under – State and Federal law, constitutional mandates, IRS provisions, and NHRS rules and procedures all have a place in ensuring that fiduciary obligations are met.

DISCLAIMER STATEMENT

This description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of that position.

SIGNATURES

Position Incumbent

I have reviewed the content of the above job description with my supervisor.

Name Signature Date

Supervisor

I have discussed the work responsibilities outlined by this job description with the above employee.

Name Signature Date

Human Resources

I have reviewed the content of the above job description.

Name Signature Date