
ADMINISTRATIVE PROSECUTOR(Job Id 48183)

Location: US:NH:CONCORD

Occupation 23-0000 Legal
Category: Occupations

Employment Type: FULL-TIME

Post Date: 09/25/2025

Close Date: 10/27/2025

Salary: 31.330-42.600
USD

Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Enforcement

7 Eagle Square

Concord, NH 03301

ADMINISTRATIVE PROSECUTOR

Position # 14830

\$31.33/hour - \$42.60/hour

***See total compensation information at the bottom of announcement.**

The State of New Hampshire, Office of Professional Licensure and Certification, Division of Enforcement has a full-time vacancy for 23-1010 LAWYERS-2.

Summary:

To analyze and interpret state statutes and regulations and to determine procedures for resolving disciplinary actions pending before the occupational licensing boards within the Office of Professional Licensure and Certification (OPLC).

YOUR EXPERIENCE COUNTS: Each additional year of approved formal education may be substituted for one year of required work experience and/or each additional year of approved work experience may be substituted for one year of required formal education.

MINIMUM QUALIFICATIONS:

Education/Experience:Equivalent combination of 9 years of education and experience after completion of high school. Education and experience must include 4 years in the active practice of law.

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

Other Requirements:

1. Juris Doctorate from an American Bar Association recognized law school.
2. Must be an active member of the New Hampshire Bar Association and in Good Standing.

Trainee Option: Candidates with an equivalent combination of 8+ years of education and experience after completion of high school and 3 years in the active practice of law but otherwise satisfy the minimum requirements may be considered and hired in 'trainee status' for this position.

PREFERRED QUALIFICATIONS: None

AFTER-HIRE REQUIREMENTS: None

CAREER ADVANCEMENT OPPORTUNITIES:

In-Band Advancement Available: ☐ Yes ☒ No

Broad Group Level Advancement Available: ☐ Yes ☒ No

DISCLAIMERS:

The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that job title.

The work of an employee in trainee status in this position shall be overseen by a fully qualified individual. An employee in trainee status shall meet the minimum qualifications within the period of time specified on the SJD, not to exceed one year of being hired into this position.

Responsibilities:

Renders official opinions on statutes and agency rules regarding viability of potential disciplinary actions in occupational licensing cases before the Boards, Councils, and Commissions within the Office of Professional Licensure and Certification (OPLC). Makes recommendations regarding prosecution or dismissal, as well as sanctions.

Supervise the evaluation of initial complaints by legal staff received from a variety of sources concerning possible violations of occupational licensing laws, administrative rules and regulations, and determine whether or not the licensing boards have proper jurisdiction.

Conducts legal research on disciplinary and licensing matters; drafts motions, memoranda, and pleadings for filing in administrative disciplinary proceedings occurring at OPLC. Confers with subject matter experts in licensed fields to determine standards of care applicable in disciplinary matters. Negotiates potential settlements to resolve pending disciplinary matters prior to and in lieu of hearing.

Oversee the investigations by legal staff of formal complaints filed with all fifty-plus occupational licensing boards within the Office of Professional Licensure and Certification, including interviews of complainants, respondents, and witnesses. Review detailed reports of findings drafted by legal staff and make recommendations. Conducts training for legal staff to ensure compliance with federal and state law and to coordinate changes in statutes.

Prepares cases for administrative law hearings concerning disciplinary matters arising from occupational licensing, including identifying and preparing witnesses and filing exhibit lists and motions. Prosecutes disciplinary cases regarding occupational licensing by way of offers of proof, presentation of evidence and witness testimony.

Monitors disciplinary trends. Monitors proposed legislation of bills with potential for agency impact and recommends appropriate course of legal action. Makes recommendations regarding potential or proposed legislation, including the need for additional licensure or changes to licensure.

Interprets state statutes and regulations and provides legal analysis and counsel concerning occupational licensing disciplinary matters. Respond to legal inquiries concerning occupational licensing disciplinary actions from the public, legal professionals, advocacy groups, and state and federal officials.

For further information please contact Michele Battaglia, Chief Administrative Prosecutor at michele.a.battaglia@oplc.nh.gov or 603-271-0741.

***TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

HMO or POS Medical and Prescription Drug Benefits:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits:

<https://www.das.nh.gov/hr/benefits.aspx>

Value of State's share of Employee's Retirement: 12.87% of pay

Other Benefits:

*Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)

* Flexible Spending healthcare and childcare reimbursement accounts

*State defined benefit retirement plan and Deferred Compensation 457(b) plan

*Work/life balance flexible schedules, paid holidays and generous leave plan

*\$50,000 state-paid life insurance plus additional low-cost group life insurance

*Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

<https://www.das.nh.gov/jobsearch/compensation-calculator.aspx>

Want the specifics? Explore the Benefits of State Employment on our website:

<https://www.das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://www.das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964