



State of New Hampshire
Racing and Charitable Gaming Commission
Regulation & Enforcement of Racetracks, Bingo, Lucky 7 and Games of Chance

Paul M. Kelley, Director
Sudhir K. Naik, Deputy Director

LEGAL COORDINATOR
\$50,914.50-\$60,567.00
#43063

Scope of Work: Works under the general direction of the director of the PMC in developing, coordinating, implementing, and overseeing the rulemaking activities and processes of the PMC, assessing statutory and internal policy issues and assessing compliance with administrative regulations and statutory functions.

Accountabilities:

- Consults with the director of the PMC, and, with the director's approval, the PMC, PMC employees, State personnel involved in administrative rulemaking and others to develop the content of administrative rules relating to horse racing, dog racing, bingo, "Lucky 7" and other functions of the PMC, in order to comply with RSA 284, RSA 287-E, RSA 541-A and other applicable statutes.
- Evaluates rules, regulations and procedures to keep them current, including by monitoring statutory and regulatory developments that may impact upon the content of rules and procedures, advising the director on the need for potential amendments, recommending areas in which additional rulemaking may be advisable and monitoring expiration dates of PMC rules.
- Drafts administrative rules and related materials so as to comply with the requirements of operative statutes and administrative procedures, including RSA 541-A and the Office of Legislative Services' *Drafting and Procedure Manual for Administrative Rules*, by writing rules, assisting, as needed, in the drafting of fiscal impact statement requests to the Legislative Budget Assistant; drafting public rulemaking notices; assisting the PMC in adopting initial rulemaking proposals and conducting public rulemaking hearings; communicating with the Office of Legislative Services rules personnel as to editorial matters and potential bases for objection by the Joint Legislative Committee on Administrative Rules (JLCAR) and drafting final rulemaking proposals for presentation to JLCAR.
- Achieves the approval of administrative rules by presenting testimony and argument to the Joint Legislative Committee on Administrative Rules ("JLCAR"), responding to objections by JLCAR and assisting the PMC in its adoption, proofreading, certification, publication and maintenance of final rules.
- Works with the director in seeking adjustments or amendments to statutory provisions, or in developing new statutory provisions, to meet the aims and goals of the PMC or to assist the PMC in more effectively fulfilling its functions.
- Fosters compliance with the rules adopted by, and statutes relative to, the PMC and its functions and assists in the maintenance of the integrity of racing by discussing with the director, and with the director's approval, the PMC, its personnel and others issues relative to RSA 284, RSA 287-E, RSA 541-A, PMC rules and other matters impacting upon PMC duties; visiting, as directed by the director, PMC licensees, dog and horse race tracks, and other facilities at which activities under the jurisdiction of the PMC are conducted; conducting periodic checks for compliance with regulatory provisions and providing instruction and training to PMC personnel and others on the content of the agency's administrative rules and related matters.
- Assists in the accomplishment of PMC objectives, purposes and statutory obligations by recommending to the director the establishment of, and, as required by the director, drafting, internal policies and procedures; aiding in adjudicative hearing processes and drafting rules which are exempt from the provisions of RSA 541-A, including those rules relative to the sale of pari-mutuel pools.

- Consults with other individuals in State government who are involved in the process of administrative rulemaking as to matters relating to RSA 541-A and rules promulgated thereunder so as to coordinate, as deemed desirable by the director, the PMC's approach to administrative rulemaking with that of other agencies.

Minimum Qualifications:

Education: Juris Doctor degree from a recognized college or university.

Experience: Five years experience in legal practice, legal or legislative research, or hearings administration. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Valid New Hampshire driver's license.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other job related duties not listed on this supplemental job description provided that such duties are characteristic of this classification.

For further information regarding this position, please contact Rhonda Knowlton at 271-2158 x101, rhonda.knowlton@racing.nh.gov, fax 603-271-3381.

Closing date: November 20, 2009

State employment application required, may be obtained at: <http://www.nh.gov/hr/docs/jobapp.doc>