

## ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT # 24-78

Location	Position Available	Salary Range	Closing Date
Attorney Discipline Office 4 Chenell Drive, Suite 102 Concord, NH	Administrative Assistant	Labor Grade: 17 \$38,181 to \$55,985.80	Open until filled

The normal workday for Judicial Branch employees shall consist of 7.5 hours per day with work normally performed between the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday; however, the normal workday may be adjusted based on the needs of the court location.

Employees hired for this position may be required to attend new employee orientation in Concord, NH prior to beginning their job at their assigned judicial branch location. Mileage reimbursement will be paid pursuant to the Personnel Rules or, if represented by a union, the collective bargaining agreement.

**IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE**

- Step 1:**
- Fill out the application from the *HR Job Postings* page on the JIBB **OR** call the Administrative Office of the Courts (271-2521) for an application.
- Step 2:**
- e-mail application and/or resume to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)
  - or fax application and/or resume to: (603) 513-5454
  - or mail application and/or resume to: Administrative Office of the Courts  
1 Granite Place, N400  
Concord, NH 03301

**(At any time, we may have more than one position vacant in the court system.**

**Your application may not be considered if you fail to note a specific position on your application.)**

**JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT** – Regular, full-time position working in the NH Supreme Court Attorney Discipline Office (the “ADO”), a division within the NH Judicial Branch’s Administrative Office of the Courts.

**DEFINITION OF WORK**

This is a full-time experienced clerical position. Work involves performing a variety of clerical, office and administrative support functions. The individual in this position will be responsible for assisting the Attorney Discipline Office’s three General Counsel, as well as, at times, other ADO attorneys and staff, with attorney discipline matters. In limited instances, employee may be required to travel during the regular course of business. Employees are subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts. The position is subject to sufficient and continued funding of the ADO.

**REPORTING LINES**

This position reports to ADO General Counsel and has no supervisory responsibilities over subordinate staff.

**ESSENTIAL FUNCTIONS (EXAMPLES OF WORK PERFORMED)**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists lawyers and members of the public by answering telephone calls and emails and responding to their questions and/or providing them with information relating to a disciplinary matter(s) and/or the Attorney Discipline System in general.
- Assists General Counsel with scheduling and preparing correspondence relating to the Attorney Discipline Office and Attorney Discipline System.
- Records and tracks information in appropriate files and enters data in programs that include, but are not limited to, the Office's databases, spreadsheets, and case file management programs.
- Checks and reviews incoming and outgoing documents for completeness and accuracy of information; opens, date stamps, sorts, and distributes mail.
- Files records, organizes and maintains filing system, and retrieves files as needed.
- Answers email and telephone inquiries, takes messages, checks voicemail, and redirects inquiries as appropriate.
- Records and tracks data and information as it relates to the Attorney Discipline Office and Attorney Discipline System, updating and maintaining reports.
- Performs other related work as required.

#### **DESIRABLE EDUCATION AND EXPERIENCE**

- Graduation from high school or GED, and
- Five years' clerical experience; or
- any equivalent combination of education and experience which provides the following knowledge, skills, and abilities:

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of effective and efficient office practices and procedures.

Knowledge of modern office equipment, including copiers, fax machines, current computer programs and software.

Skill in the use of Microsoft Office Suite products such as Word, Excel, Access, and PowerPoint.

Strong organizational and planning skills with the ability to set effective priorities.

Proofreading skills with proper use of grammar and spelling in the English language.

Effective communication skills both oral and written.

Ability to work independently and with others.

Ability to understand and follow oral and written instructions.

Ability to make decisions in accordance with laws, regulations, policies, and procedures.

Ability to express ideas concisely and clearly, orally and in writing.

Ability to maintain confidentiality concerning pending disciplinary matters.

Ability to prioritize and manage time.

Ability to learn legal terminology and Attorney Discipline System's Rules (Supreme Court Rules 37 and 37A) and procedures.

Proactively seeking opportunities to improve processes and procedures.

Problem-solving and critical thinking.

Ability to pay careful attention to detail.

**SPECIAL REQUIREMENTS**

New employees must successfully pass a criminal record check.

Must have a valid driver's license.

**DISCLAIMER STATEMENT**

This position description represents general duties and is not intended to list every specific function of this position.