EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #22-113

Location	Position Available	Salary Range	External Closing Date
4th Circuit Court Laconia	**Court Assistant II** **(Multiple positions available)**	**$29,094 - $42,588** **Labor Grade: 10**	**Open until filled**

The normal work day 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 work day 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 collective bargaining agreement.

This position is included in a collective bargaining unit represented by the State Employees Association of NH, SEIU Local 1984.

IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

Step 1:
- Print application from the *HR Job Postings* page on the website https://www.courts.nh.gov/sites/g/files/ehbemt471/files/documents/2021-04/nhjb-2099-dfps.pdf

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

Step 2:
- e-mail application to: applications@courts.state.nh.us
- or fax application to: (603) 513-5454
- or mail application to: Administrative Office of the Courts
  Human Resources Department
  One Granite Place, Suite N400
  Concord, NH 03301

Equal Employment Opportunity (EEO) Survey

Please take a moment to view the EEO survey attached to this position announcement. Your responses are STRICTLY VOLUNTARY and will be kept CONFIDENTIAL.

Please return with your application and/or resume.

(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

COURT ASSISTANT II – Regular, full-time position working in the New Hampshire Court System, subject to the sufficient and continued funding of the Judicial Branch by the Legislature.

DEFINITION OF WORK

This is general clerical work in the New Hampshire Court System. Work involves performing varied clerical functions requiring the application of independent judgment and regular application and limited interpretation of routine policies, practices, and rules. Advice and assistance will normally be provided as requested; however most functions are performed with minimum supervision. Positions in this class require the need for specialized knowledge of court processes. Greater consequence of error if work is not performed accurately. Employees in this position may be required to travel during the regular course of business, and are subject to transfer or reassignment at the discretion of the Administrative Judge.

REPORTING LINES

This position reports to the Clerk of the Court and/or his or her designee and has no supervisory responsibility.

ESSENTIAL FUNCTIONS (EXAMPLES OF WORK PERFORMED)

(Any one position may not include all of the duties listed, nor do the examples cover all the duties that may be performed.)

Opens, date stamps, sorts and distributes mail.

Checks and reviews incoming and outgoing documents for completeness and accuracy of information; assigns general case category; and processes documents as required in accordance with court rules.

Assigns docket numbers and records information as required in the appropriate files.

Files court records using chronological, alphabetical, and numerical filing systems.

Type notices, orders and decrees, correspondence, hearing and trial lists.

Answers telephone, prepares copies.

Prepares summonses, notices, warrants, subpoenas and similar processes; computes applicable dates for service and return of service, affixes court seal, and prepares copies of documents.

Operates electronic recording machine to record court proceedings.

Receives and records court revenue and may maintain and prepare other financial records and reports as required.

Performs related work as required.

DESIRABLE EDUCATION AND EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of court procedures and policies, legal documents, statutes, and rules pertaining to the court.

Knowledge of the organization, operations, functions, and scope of authority of the court or activity to which assigned.

Knowledge of effective and efficient office practices and procedures.

Ability to understand and follow oral and written instructions.

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

Ability to maintain a variety of records and prepare reports from such records.

Ability to establish and maintain effective working relationships with others.

Skill in the operation of a computer and other standard office equipment.

SPECIAL REQUIREMENT
Must successfully pass a criminal records check

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

06/17/2022
#22-113