

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #23-222

Location	Position Available	Salary Range	External Closing Date
Administrative Office of the Courts Concord, NH	YDC Administrative Assistant II	\$41,048-\$60,158 Labor Grade: 20 FLSA – NON-EXEMPT	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.

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
One Granite Place, Suite 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.)***

GENERAL SUMMARY

This position is a full-time support position in the Administrative Office of the Courts, subject to the sufficient and continued funding by the Legislature, performing complex and varied administrative duties. This position requires the ability to act independently with good judgment. Employees in this position are required to travel during the regular course of business and are subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts.

This position reports to the YDC Claims Administrator for YDC Claims Administration responsibilities.

This position is subject to continued available funding in the Youth Development Center Settlement Fund (“Fund”) and shall terminate upon elimination of the YDC Claims Administrator position or exhaustion or termination of the Fund.

ESSENTIAL DUTIES & RESPONSIBILITIES

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.

- Serves as administrative assistant performing complex and varied administrative duties with little supervision.
- Greets, screens, and refers visitors.
- Answers incoming phone calls and various inquiries personally.
- Maintains appointment schedules; maintains and coordinates calendar and schedules.
- Drafts letters, documents, and correspondence.
- Performs a variety of office administrative tasks.
- Reviews claims for completeness; prepares reports.
- Establishes and maintains complex filing systems.
- Relays complex and important instructions and messages.
- Communicates extensively and consistently with supervisors, other employees at all levels, claimants, the general public, and attorneys from throughout the state.
- Responsible for communicating sensitive information accurately with the utmost discretion and tact.
- Maintains various records on office activities pertaining to personnel, purchasing, travel expenses, contracts, billings, insurance, equipment, and related activities.
- Checks and reviews incoming and outgoing documents for completeness and accuracy of information.
- Opens, date stamps, sorts, and distributes mail.
- Answers email as directed by supervisors and redirects inquiries as appropriate.
- Records and tracks data and information, updating and maintaining reports.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS

Education and Experience

- Graduation from high school or G.E.D. equivalent.
- Five (5) years of related work experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Licenses or Certifications

- None.

PREFERRED QUALIFICATIONS

- None.

OTHER JOB REQUIREMENTS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Capability of becoming knowledgeable in:

- Legal terminology and court procedures.
- State of New Hampshire's Statutes, rules and administrative orders, policies and procedures, applicable Federal rules and requirements.
- Financial policies, operations and activities of Judicial Branch.
- Record retention guidelines.
- Administrative practices and procedures.
- Modern office practices, procedures, and systems.

Skilled in:

- Microsoft Office 365 products such as Word, Excel, Access, and PowerPoint.
- Proofreading with proper use of grammar and spelling in the English language.
- Effective communication, both oral and written.
- Performing a variety of duties, often changing from one task to another of a different nature.
- Prioritization and organization.

Ability to:

- Maintain clear lines of confidentiality between supervisors and responsibilities.
- Organize work tasks efficiently and effectively with respect to priorities and deadlines, and with minimal supervision.
- Follow oral and written instructions.
- Express ideas concisely and clearly, both verbally and in writing.
- Make work decisions in accordance with laws, regulations, policies and procedures.
- Maintain a variety of records and prepare reports from such records.
- Establish and maintain effective working relationships with others.

#23-222

11/14/2023

