

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #23-97 (AMENDED)

Location	Position Available	Salary Range	FLSA Status	Position Status	Closing Date
Administrative Office of the Courts Concord, NH NH Statewide Circuit and Superior Courts	Data Conversion Specialist Temporary Positions (Multiple positions are available)	Labor Grade 10 \$16.61/hour	Non-Exempt	Non-Administrative	To Be Determined

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.

The normal work day for Judicial Branch employees shall consist of 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.

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

(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 is a temporary position, not to exceed six months, working in the New Hampshire Court System, subject to the sufficient and continued funding of the Judicial Branch by the Legislature. Work includes converting cases from paper to electronic files, updating the case management system with information found in paper case files, and preparing case files for storage at the NH State Archives. Assignment will be to a Circuit or Superior Court project and may involve one or more of those duties. The Operations Manager of the Administrative Office of the Courts will provide day to day oversight of the projects and assist with logistics. Training will be provided.

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.

- Work includes converting cases from paper to electronic files, updating the case management system with information found in paper case files, and preparing case files for storage at the NH State Archives.
- Reviews cases in the case management system for completeness and accuracy of information.
- Enters and updates designated key data fields.
- Deconstructs and reassembles paper court files.
- Scans pleadings, notices, and other case filings to electronic records.
- Identifies sealed documents and take appropriate action as described during training.
- Prepares physical files for destruction or off-site storage, including organizing/boxing materials for archives. Other duties as assigned.

REQUIRED QUALIFICATIONS

Education and Experience

- Completion of at least two (2) years of high school
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

OTHER JOB REQUIREMENTS

- Successful completion of a background check, including a criminal records check and motor vehicle records check.
- Valid driver's license and access to a reliable vehicle, or other reliable means of transportation.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Skilled in:

- Operation of a computer, scanner, and other standard office equipment.

Ability to:

- Understand and follow oral and written instructions.
- Perform detail oriented work in a timely manner.

Establish and maintain effective working relationships with others.

DISCLAIMER STATEMENT

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