

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-37

Location	Position Available	Salary Range	Closing Date
Administrative Office One Granite Place Concord, NH	Executive Assistant to the Director	\$58,773-\$86,385 Labor Grade: 35	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 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

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.)*

GENERAL SUMMARY

This is a full-time, highly responsible, confidential position supporting the Director of the Administrative Office of the Courts, subject to the sufficient and continued funding of the Judicial Branch by the Legislature. The Executive Assistant works closely with the Director in managing the Administrative Office of the Courts and oversees the efficient operation and organization of the Director's Office. The Executive Assistant is responsible for managing communications with internal and external stakeholders. Employees in this position may be required to perform occasional local

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.

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 tasks other than those specifically presented in this description.

- Serves as Executive Assistant to the Director, partnering with the Director on day-to-day operations of the Administrative Office of the Courts, and coordinating the Director's activities and workload.
- Responsible for regular highly professional contact with judicial and administrative employees within the Judicial Branch, and officials from the executive and legislative branches of government on behalf of the Director.
- Organizes, plans, and coordinates administrative tasks, and prioritizes competing demands for the Director, such as scheduling, processing paperwork, tracking deadlines, maintaining files, and booking travel. Alerts the Director to pressing matters and deadlines and assists with maximizing time productivity and handling competing requests in a positive manner.
- Working with the Director, oversees preparation of materials for the Administrative Council; budget; court facilities; and other projects and initiatives, as needed.
- Organizes and attends meetings and hearings as requested by the Director, and prepares notices and agendas, takes minutes, prepares reports of proceedings; and establishes and maintains related files.
- Compiles information, documents facts, prepares reports, and creates and maintains files for use by the Director's Office. Creates documents related to administrative appeals and investigations.
- Prepares draft correspondence and other documents, including pleadings in administrative appeals, reports to the Legislature, and contracts.
- Oversees and maintains the New Hampshire Judicial Branch contract database.
- Oversees tracking training budget requests and approvals and NHJB asset management.
- Creates and organizes electronic and hard files for recordkeeping in the Director's Office and purges administrative files as necessary and in accordance with the record retention policy.
- Works with the Director and/or designee(s) to manage committees and special projects, including, but not limited to, Facilities Needs Plan, requests for information, strategic planning, policy and procedure updates, Language Access, and Language Services Plan (LSP) initiatives, and NH First implementation.
- Assists with collective bargaining, personnel, and other employee relations matters, as requested by the Director.
- Prepares reports, provides briefings, and attends meetings and trainings as requested by the Director.
- Performs other duties, as assigned by the Director.

REQUIRED QUALIFICATIONS

Education and Experience

- Associate degree and/or paralegal certificate from an accredited college or university in administrative, legal or related field.
- Seven (7) years of related work experience.
- Any equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities. Highly experienced individuals without a degree are encouraged to apply.
- Hardworking and professional.
- Excellent time management skills, organized, and detail oriented.

PREFERRED QUALIFICATIONS

- Prior experience supporting executive personnel and operations.
- Skilled with Adobe, Excel, and PowerPoint.

OTHER JOB REQUIREMENTS

- Successful completion of a background check, including criminal records check and motor vehicle records check.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Capability of becoming knowledgeable in:

- Legal terminology and court procedures.
- State of New Hampshire statutes, rules and administrative orders, policies and procedures, applicable federal rules, and requirements.
- Judicial Branch financial computer programs and applications.
- Judicial Branch’s operational goals.
- Record retention guidelines.
- Employment law principles and benefits administration.
- Legal requirements that apply to employers operating within a unionized work environment featuring several collective bargaining agreements.
- Risk management processes and principles.

Skilled in:

- Strategic planning.
- Service delivery, improvements, and efficiency.
- Data gathering and compilation.

Ability to:

- Meet schedules and deadlines of the work.
- Perform a variety of duties, often changing from one task to another of a different nature.
- Express ideas clearly and concisely, both verbally and in writing.
- Interact with respect to the Judicial Branch, other stakeholders, and entities.

<i>Position Posting #</i>	<i>24-37</i>
<i>Date created:</i>	<i>February 29, 2024</i>
<i>Dates revised</i>	

**State of New Hampshire - Administrative Office of the Courts
Equal Employment Opportunity Survey**

As part of its mandate under Title VII of the Civil Rights Act of 1964, the federal Equal Employment Opportunity Commission requires periodic reports from state governments which indicate the composition of their applicant and work force by age, gender and ethnic/race category based on specific job categories (professional, technical, administrative, management etc.). Your responses are **Strictly Voluntary**, will be kept **Confidential** and separated from all other personnel records only accessed by the Human Resources Department. **No adverse treatment will result if you choose not to answer any of the questions.**

GENDER: (Please check only **one** response below)

- Male Female

ETHNICITY: (Please check only **one** response below)

H = Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

- YES NO

RACE: (Please check only **one** response below)

- W = White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- B = Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- NHOPI = Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- A = Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- AIAN = American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- T = Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.
- Please check all that apply:** W B NHOPI A AIAN

VETERAN STATUS: (Please check **one** of the descriptions below corresponding to the disability/veteran group with which you identify.)

- Disabled Veteran** - Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.
- Armed Forces Service Medal Veteran** - Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.
- Other Protected Veteran** - Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.
- Recently Separated Veteran** - Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty. Date of Discharge: _____
- Not a Veteran**

Date completed: _____

Thank you for your participation.

**PLEASE RETURN COMPLETED FORM TO:
NEW HAMPSHIRE JUDICIAL BRANCH ADMINISTRATIVE OFFICES
ATTENTION: HUMAN RESOURCES
1 GRANITE PLACE, SUITE N400
CONCORD, NEW HAMPSHIRE 03301**