

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-41

Location	Position Available	Salary Range	Closing Date
Circuit Court Estates E-Filing Center Concord, NH	Court Operations Supervisor	\$43,056 - \$63,122.80 Labor Grade: 22	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.

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

(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 OPERATIONS SUPERVISOR – Regular, part-time position working in the New Hampshire Judicial Branch, subject to the sufficient and continued funding of the Judicial Branch by the Legislature.

DEFINITION OF WORK

This is experienced clerical and supervisory work in the New Hampshire Judicial Branch. Work involves performing or supervising a variety of clerical functions which requires the exercise of considerable judgment and a demonstrated ability to interpret and apply court rules and applicable statutes and to recommend and implement improved operating procedures. Positions in this class are distinguished from the Senior Court Operations Specialist by supervision of two or more full-time Court Operations Specialists including assignment of work, review or work, answering routine questions, and training. 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 Court and has direct supervisory responsibility over multiple subordinate Court Operations Specialists.

EXAMPLES OF WORK SUPERVISED/PERFORMED

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

Opens, date stamps, sorts and distribute mail.

Checks and reviews incoming and outgoing documents for completeness and accuracy of information; assigns general case categories 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; retrieves and distributes files for court personnel, the public, and attorneys.

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

Answers telephone, prepares copies and assists the public.

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, serves as courtroom clerk as required; prepares juror lists and performs related work relative to questionnaires, summonses, appearances and payment of jurors.

Schedules trials, hearings, continuances, and other matters.

Answers inquiries and furnishes information by reviewing court records.

Performs a variety of bookkeeping functions, which may include receipt, and disbursement of revenues, journal maintenance, bank reconciliation, and preparation of financial reports.

Signs court documents as required in the absence of the clerk.

Performs regular supervision of two or more full-time lower-level Court Operations Specialists, including assignment of work, responding to questions, and limited training.

Performs related work as required.

DESIRABLE EDUCATION AND EXPERIENCE

Associate's degree in business administration or related field with five years' court experience and supervisory experience; or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills:

Considerable knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.

Considerable knowledge of court organization, operations and functions.

Considerable 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, policies and procedures.

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

Ability to plan, assign, and supervise the work of a subordinate employee.

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

Ability to establish and maintain effective working relationships with others.

Skill in the operation of a computer, typewriter 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.

3/20/2024

#24-41