

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

**POSITION ANNOUNCEMENT #24-45**

Location	Position Available	Salary Range	Closing Date
Rockingham Superior Court Brentwood, NH	Court Clerk – Superior	\$95,375 - \$140,459 Labor Grade: 55	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](mailto: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**

The Superior Court Clerk is a 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. This is a high-level management class supervising the administrative operations of a clerk's office of the New Hampshire Court System. This position is distinguished by the degree of administrative responsibility, the number of employees supervised, the size and complexity of caseload, the increase case processing responsibilities resulting from the regular use of multiple judges, and the additional supervisory role resulting from a larger non-judicial staff. Positions in the class may perform quasi-judicial functions.

Employees in this position may be required to travel during the regular course of business and may be subject to transfer or reassignment at the discretion of the Administrative Judge.

This position reports to the Chief Justice of the Superior Court. In practice this position reports to designees of the Chief Justice namely the Superior Court Administrator. The Court Clerk has overall supervisory responsibility for all non-judicial court employees, although some staff members may report to supervisors.

## **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.*

- (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)
- Plans, organizes, and manages all aspects of case processing including the assignment of all supervisory and technical staff.
- Performs duties of Justice of Peace and administers oaths.
- Supervises all fiscal transactions with the case management system in the court which includes the processing of all fines, fees, bail and other costs paid to the court, and directs disbursement of funds paid to the state, county, city, or town.
- Reviews correspondence and responds to written inquiries concerning court functions and activities.
- Serves as court liaison with the public, bar, other courts, agencies, news media, and units of government.
- Implements changes in procedures relating to case processing, docketing of instruments, indexing, receipts and disbursement of money, storage and the transfer of court records; responsible for the management of all active and inactive court records.
- Recruits, hires, evaluates performance, promotes, and terminates non-judicial personnel, assigns work of all non-judicial personnel employed by the court.
- Performs quasi-judicial functions as authorized by the court.
- Performs related work as required.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience**

- Graduation from a four-year college or university and a law degree from an accredited law school and twelve years court related experience, four years of which must have been in a supervisory capacity, or any equivalent combination of education and experience, which provides the following knowledge, abilities and skills:

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledgeable in:**

- Extensive knowledge of the statutory, judicial and administrative policies, rules and procedures for processing cases in the Superior Court.

- Extensive knowledge of court and office procedures necessary for the case scheduling and modern office management.
- Extensive knowledge of the principles and practices of bookkeeping.
- Extensive knowledge of effective supervisory and management techniques.

**Ability to:**

- Ability to organize, direct and coordinate administrative activities in a manner conducive to full performance and high morale.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, judges, attorneys, court officials and the public.

**OTHER JOB REQUIREMENTS**

- Successful completion of a background check, including criminal records check and motor vehicle records check, as well as successful completion of motor vehicle records checks on an annual basis, or at any time as required by the employer.
- Must be a member of the New Hampshire Bar Association.

**DISCLAIMER STATEMENT**

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

3/20/2024

#24-45