

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT 24-50

Location	Position Available	Salary Range	Internal Closing Date
Circuit Court Administrative Office (Concord)	Circuit Court Administrator I	\$90,831-\$133,731 Labor Grade: 53	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 Personnel Rules or, if represented by a union, 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 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 Circuit Court Administrator I advances the NHJB mission to “*preserve the rule of law and protect the rights and liberties guaranteed by the United States and New Hampshire Constitutions, the courts will provide accessible, prompt, and efficient forums for the fair and independent administration of justice, with respect for the dignity of all we serve.*”

This position oversees numerous Circuit Court Clerks and central managers. Works closely with the Circuit Court Administrator II in the development and implementation of organizational policies and court-wide initiatives.

REPORTING LINES

This position reports to the Circuit Court Administrator II.

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.

- Coordinates programs and works on system-wide projects as designated by the Administrative Judge or Circuit Court Administrator II.
- Provides oversight and coordination of multiple clerks and central managers as they recruit, train, manage, evaluate and discipline local and centrally located staff.
- Supervises multiple clerks who supervise clerk's office staff to ensure appropriate managerial procedures are developed, implemented and followed.
- Oversees, manages and coordinates critical Circuit Court programming.
- Coordinates communications with key internal and external stakeholders.
- Oversees, manages and coordinates Circuit Court initiatives such as e-filing, new programming, alternative dispute resolution in the Circuit Court, and various access to justice initiatives.
- Provides project management and implementation, oversight, timeline development and evaluation.
- Implements various aspects of the Circuit Court's human resource program including assisting with the selection, supervision, evaluation, retention and disciplining of court staff; manages personnel issues for courts and central processing departments.
- Serves as a resource for clerks and staff to ensure the smooth functioning of the courts in all operational areas.
- Analyzes court and departmental staffing needs to ensure compliance with scheduling standards, makes adjustments as necessary.
- Serves on various policy and special project committees as assigned by the Circuit Court Administrative Judge or Circuit Court Administrator II.
- Reviews, analyzes and provides input into the development and implementation of uniform procedures and policies for the Circuit Court.
- Reviews system-wide proposals/requests for rule changes, draft and advance proposed Circuit Court rules changes, educate staff (and on occasion judges) on rules and rules changes.
- Evaluates and prioritizes the various needs of their assigned Circuit Court locations throughout the State, including areas of staffing, equipment, technology, case flow management, facilities and security.
- Assists with the development of forms, processes and training materials for the implementation of e-Filing or other policy or process changes within various case types.
- Provides fiscal management on a budget to meet the needs of courts in the assigned circuits, developing and implementing cost-saving procedures and measures; works with Administrative Office of the Courts staff in fiscal matters related to auditing, technology, purchasing, and inventory.
- Coordinates the implementation of facilities' programs to provide for the provision, maintenance, repair, improvement, and redesign of court facilities within the assigned circuits: addresses space and maintenance issues with governmental representatives.
- Analyzes courts' dockets utilizing caseload statistical data and input of participants in the process to ensure compliance with scheduling standards and makes adjustments as necessary.
- Oversees ancillary court services such as electronic filing and mediation; and, as directed by the Administrative Judge or Circuit Court Administrator II, serves on various policy and special project committees.
- Develops and plans Circuit Court Education programs.
- Performs related work as required.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the Judicial Branch, department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on the Judicial Branch is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- A Juris doctor from an accredited law school.
- At least 5 years of related work experience in court management
- 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

Knowledge of:

- 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.
- Judicial Branch financial computer programs and applications.
- Record retention guidelines.
- Circuit Court practices and procedures.
- Judicial Branch Collective Bargaining Agreement.
- Operation of Circuit Court Clerk's Office.
- Basic Court business processes.
- Employment Law.
- Available training resources.

Skill in:

- Providing staff supervision and management.
- Data gathering and compilation.
- Preparing and maintaining Excel spreadsheets.
- Planning and analysis.
- Leadership and oversight.
- Organization and prioritization.
- Supervision.
- Instruction.
- Conflict resolution.

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.
- Establish and maintain effective and cooperative working relationships with associates and representatives of other federal and state departments, courts and the general public.
- Exercise limited discretion in the issuance of recommendations, findings and rulings, when appointed as referee.
- Follow oral and written instructions.
- Draft documents, manuals, checklists and forms for the general public.
- Interact with judges, staff and others in the legal field.
- Create and follow projects plans.
- Work with diverse staff and litigants.
- Interpret statutes.
- Design training and educational programs.

SPECIAL REQUIREMENTS

Must successfully pass a criminal record check.

DISCLAIMER STATEMENT

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