

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-53

Location	Position Available	Salary Range	Closing Date
10th Circuit Court District Division Portsmouth, NH	Senior Court Operations Specialist	\$40,092 - \$58,754.80 Labor Grade: 19	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

SENIOR COURT OPERATIONS SPECIALIST - 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.

DEFINITION OF WORK

This is full time experienced clerical work in the New Hampshire Court System. Work involves performing a variety of clerical functions and requires exercising considerable independent judgment. Individuals in this

class recommend procedures and interpret rules and regulations. Persons in this class are distinguished from Court Operations Specialist by the need for considerable specialized knowledge, the limited supervisory review of work, the moderate to high consequence of error, and regular interaction with the public, bar, agencies, other courts, and units of government. Persons in this class also have limited courtroom responsibility, signature authority, scheduling responsibility, and may regularly supervise up to one full-time Court Operations Specialist or have occasional supervision of more than one full time court operations specialist. 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 will report to the Clerk of Court or his/her designee and will have limited supervisory responsibilities over subordinate court operations specialists.

ESSENTIAL FUNCTIONS (EXAMPLES OF WORK PERFORMED)

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

Opens, date stamps, sorts and distributes 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 the 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.

Type 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 limited supervision of up to one full-time lower-level court operations specialist including assignment of work, responding to questions, and limited training.

Performs related work as required.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school and five years court clerical experience; or any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

KNOWLEDGE, SKILLS, AND ABILITIES

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

Considerable knowledge of court organization, operations, 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 record check.

DISCLAIMER STATEMENT:

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