

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-74

Location	Position Available	Salary Range	Internal Closing Date
Rockingham Superior Court Brentwood, NH	Deputy Clerk	\$71,292 - \$104,930 Labor Grade: 43 FLSA – ADMINISTRATIVE EXEMPT	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
- 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

*(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

DEPUTY CLERK – 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 administrative work in the New Hampshire Court System managing one or more departments and supervising the work of multiple court assistants. Work requires specialized knowledge of court management techniques and practices including the legal requirements of case processing in a general jurisdiction trial court and may include performance of quasi-judicial functions as authorized. Persons in this class are distinguished from a Court Assistant VI by the added complexity in terms of scheduling of trials and hearings, the increased responsibilities resulting from an increased number of judges presiding on a regular basis and the additional

supervisory role resulting from a larger non-judicial staff. Distinguishable factors and complexity of tasks to be performed by persons in this class are found in the larger Superior Courts.

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 or the Director of the Administrative Office of the Courts, if appropriate.

REPORTING LINES

This position reports to the Clerk of Court and/or his or her designee and has direct supervisory responsibility over subordinates.

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.)

The primary tasks performed by individuals in this class may include:

Scheduling of trials, hearings, and other matters.

Performs quasi-judicial functions as assigned by the clerk or presiding justice.

Routinely serves as courtroom clerk.

Assumes all functions and responsibilities in the absence of the clerk.

Performs various management activities as directed by the clerk, including records and forms management; automation of court procedures; preparation of court budget and completion of the court's annual report; and the establishment of management information systems.

Supervises multiple department heads and court assistants with responsibility or recruitment, recommending persons to be hired, training, annual performance evaluations, and recommending disciplinary action to the clerk.

Performs related work as required.

DESIRABLE EDUCATION AND EXPERIENCE

Graduate from a four-year college or university, and an advanced degree required. A law degree from an accredited law school and membership in the New Hampshire Bar is desirable. Five years of court related experience with at least two years in a supervisory capacity required, or any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

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 case scheduling and modern office management.

Extensive knowledge of effective supervisory and management techniques.

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 utilize modern computer technology in the performance of management activities.

Ability to establish and maintain effective working relationships with employees, judges, attorneys, court officials and the general public.

NECESSARY SPECIAL REQUIREMENT

Law degree and membership in the New Hampshire Bar required.

DISCLAIMER STATEMENT

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