

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT 24-75

Location	Position Available	Salary Range	Closing Date
Circuit Court Administrative Office (Concord, NH)	Domestic Violence Program Assistant Manager	\$52,104 - \$76,538 Labor Grade: 30 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 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>

Step 2:

- e-mail application and/or resume to: applications@courts.state.nh.us
- or fax application and/or resume to: (603) 513-5454
- or mail application and/or resume 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.)

GENERAL SUMMARY

This is experienced clerical and supervisory work in the New Hampshire Court System. Work involves performing or supervising varied clerical functions requiring the application of considerable independent judgment and quality assurance. Assists with the electronic accessibility of information specific to electronic registries by entering data submitted by the courts into state law enforcement databases. Requires a demonstrated ability to interpret and apply routine policies, practices, and rules. Advice and assistance will normally be provided as requested; however most functions are performed with minimum supervision. Individuals in this class recommend procedures and interpret rules and regulations. Persons in this class are distinguished from the Electronic Registries Assistant II by: supervision of two or more full-time and/or part-time Electronic Registries Assistants including assignment of work, review of work, answering routine questions, and training; the need for considerable specialized knowledge, the moderate to high consequence of error, and regular interaction with various agencies, other courts, and units of government. Employees in this position are subject to transfer or reassignment at the discretion of the Circuit Court Administrative Judge.

REPORTING LINES

This position reports to the Domestic Violence Program Manager and will have direct supervisory responsibility over multiple subordinate electronic registry assistants.

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 of the duties listed, nor do the examples cover all the duties, which may be performed.)
- Assists with data entry of court-submitted electronic registries into state law enforcement databases, ensuring accuracy and timeliness of the data submitted.
- Checks and reviews incoming and outgoing documents, both electronic and paper copy, for completeness and accuracy of information; assigns orders to other electronic registry assistants.
- Responds to and initiates telephone and email inquiries, prepares copies, and assists court and law enforcement officials.
- Records information as required in the appropriate electronic files.
- Files court records using chronological, alphabetical, and numerical filing systems; retrieves and distributes files for authorized court personnel.
- Answers telephone, prepares copies, and emails and/or faxes documents.
- Performs regular supervision of two or more full-time electronic registry assistant I's or multiple part-time electronic registry assistants, including assignment of work, responding to questions, and training.
- Serves as liaison with court clerks regarding their needs, and follows up with clerks and staff regarding feedback on work performed.
- Participates in recruiting, hiring, scheduling, monitoring, and evaluating the performance of other electronic registry assistants.
- Performs other related duties, as required.

REQUIRED QUALIFICATIONS

Education and Experience

- Graduation from a two year college and two years clerical experience; or any equivalent combination of education and experience, which provides the following knowledge, abilities and skills:
- Considerable knowledge of court procedures and policies, legal documents, statutes, and rules pertaining to the court.
- Considerable knowledge of the organization, operations, functions, and scope of authority of the court or activity to which assigned.

- 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, and policies and procedures.
- Ability to maintain a variety of records and prepare reports from such records.
- Ability to establish and maintain effective working relationships with others.
- Skill in the operation of a computer and other standard office equipment.

OTHER JOB REQUIREMENTS

- Successful completion of a background check, including a criminal records check and motor vehicle records check.
- This position requires primarily sedentary work, extensive keyboarding, considerable use of the telephone, continuous sitting, and occasional standing and walking; some lifting of up to 30 pounds required.