

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-81

Location	Position Available	Salary Range	Internal Closing Date
6 th Circuit Concord Probate and Estates E-Filing Center	Hearing Officer II Regular, Full-time	\$90,831-\$133,731 Labor Grade: 53	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>

(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

Equal Employment Opportunity (EEO) Survey

Please take a moment to view the EEO survey attached to this position announcement.
Your responses are **STRICTLY VOLUNTARY** and will be kept **CONFIDENTIAL**.

Please return with your application and/or resume.

*(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

Presides over hearings, reviews pleadings and issues recommendations or orders in a range of circuit court cases under RSA 490-F:15 or RSA 547:3,V, with primary assignments in probate case types. This position reports to the Administrative Judge of the Circuit Court or Judge Designee.

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.

- Hears and analyzes circuit court cases appropriate for hearing officer involvement, such as but not limited to cases involving name change, involuntary emergency admissions, estates, small claims, or other centralized case types.
- Hears arguments and considers evidence presented by parties in circuit court cases telephonically, by video and in person.
- Establishes findings of fact as necessary in assigned cases.
- Annotates pleadings and documents in the court's electronic case management system.
- Makes recommendations for orders in assigned cases under RSA 490-F:15 (circuit court case types in general), subject to review and approval by circuit court judges.
- Makes decisions in assigned cases under RSA 547:3,V (specific probate case types).
- Performs related work on assigned cases as required.
- Performs administrative duties associated with the hearings officer process across the circuit court including, but not limited to, developing and providing related training for judges, clerks and staff.
- Interacts with interested stakeholders involved with circuit court case types where appropriate.
- 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 and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations and utilize resources to continuously improve customer satisfaction. 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 no fiscal responsibility.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- A Juris doctor from an accredited law school.
- At least five (5) to seven (7) years of law practice experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

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.
- Policies, operations and activities of Judicial Branch.
- Judicial Branch computer programs and applications.
- Electronic filing of circuit court cases

Skill in:

- Data gathering and compilation.
- Planning and analysis.
- Organization and Prioritization.

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.
- Follow oral and written instructions.
- Maintain confidentiality.
- Review case information.
- Develop reports.

SPECIAL REQUIREMENTS

Must successfully pass a criminal records check

DISCLAIMER STATEMENT

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