

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-82

Location	Position Available	Salary Range	Internal Closing Date
Hillsborough Superior South Nashua, NH	Court Monitor/Operations Specialist	\$43,056 - \$63,122 Labor Grade: 22	Open until filled

This position is included in a collective bargaining unit represented by the State Employees Association of NH, SEIU Local 1984.

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.

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.

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.)

JOB DESCRIPTION

COURT MONITOR/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

Under direct supervision of the clerk of court, this position provides and performs a variety of services associated with the monitoring, logging and recording of testimony in a courtroom, and maintenance of equipment. Provides extensive administrative support to assigned judicial officer. Position processes court cases, enters and updates case data, assists and works with the public, attorneys, law enforcement representatives and other persons having business with the court at the counter and/or in the courtroom. May perform assigned tasks in one or more courts and/or in the office of one or more clerks. Position requires honesty, integrity, trustworthiness, accuracy, and attention to detail. Employees in this position will 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

The Court Monitor/Operations Specialist reports directly to the Clerk of Court and does not supervise or provide direction to any employees.

ESSENTIAL FUNCTIONS (EXAMPLES OF WORK PERFORMED)

(Essential functions, as defined by the Americans with Disabilities Act, may include, but are not limited to the following tasks, knowledge, skills, and other characteristics. This list of tasks *is illustrative only*, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Travels to trial courts as assigned; operates and maintains various recording equipment used in the courtroom; checks microphones, cabling, recording heads and other items required to record testimony; monitors recording of court testimony; determines and directs changes in microphone position; adjusts volume or recording equipment; creates and maintains logs of proceedings; marks and preserves exhibits; maintains recordings in filing system; maintains inventory of media, forms and other items used in court proceedings; performs basic preventative maintenance services.

Types and prepares court orders, memoranda, and other court-related documents as instructed; prepares transcript excerpts as required by judicial officer. Prepares transcript estimates, duplicate recordings and log notes of proceedings for transcription by third parties.

Performs various clerical and support tasks by direction of the clerk; assists clerk in courtroom duties as required; trains other employees as needed.

May assume departmental responsibilities by working in the office of the clerk; processes court cases; provides assistance to the public by responding to inquiries at the counter, by telephone and in writing; verifies records and documents, checking for clerical and mathematical accuracy and completeness, and processes for further action; creates new files; enters information into the court's case management system; prepares files for judicial review; requests additional information from the filing or other parties; accepts and/or assists in collecting, processing, and recording monies received/paid to the court.

Sorts, indexes, and files cases according to established procedures; enters new case dates and updates case files as required; performs records management tasks including retrieving and filing cases and material for use by the judge, staff, law enforcement agencies, attorneys or other authorized personnel; provides information in compliance with state law; conducts time standards to identify case status; identifies cases within and outside of time standards; prepares juror lists and performs related work relative to juror questionnaires, summonses, appearances, and payments; assists with the preparation of periodic records and statistical reports; performs other duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of State of New Hampshire statutes, rules, administrative orders, policies and procedures, applicable Federal rules and requirements.

Knowledge of the basic principles and practices of record keeping, bookkeeping, files, records and case management.

Knowledge of court processes and legal terminology.

Skill in providing assistance and services to a variety of users of the court's services, including using effective oral communication skills.

Skill in working under pressure handling significant problems and tasks simultaneously.

Skill in operating a computer utilizing a variety of software applications with particular competency in word processing.

Proficiency in the use of English grammar, spelling and composition.

Ability to edit material for grammatical, spelling and punctuation accuracy.

Ability to prepare documents using dictation equipment.

DESIRABLE EDUCATION AND EXPERIENCE

High School diploma or GED required, additional education and training preferred.

Five years of relevant, responsible court, law office, business, medical or general office clerical, secretarial or related support experience involving public contact, working with files and records, performing data entry or closely related responsibilities; OR,

Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL REQUIREMENTS

Must successfully pass a criminal background check and reference check.

Requires performance of job functions in a potentially stressful environment involving the risk of exposure to hostile situations, infectious diseases and the possibility of extended keying or writing, prolonged sitting and/or standing and the need to lift and/or carry heavy, bulky boxes, file folders, office supplies and other equipment/materials.

DISCLAIMER STATEMENT

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