

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-51

Location	Position Available	Salary Range	Closing Date
1 st Circuit Court Lancaster NH	Deputy Clerk I	\$52,104-\$76,538 Labor Grade: 30	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 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

***(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 I – 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 a senior level position supervising various clerical functions in the New Hampshire Court System. Work involves performing, supporting and implementing management objectives of court administration, including but not limited to selecting, hiring, coaching, and managing multiple departmental supervisors and subordinate court assistants in multiple departments; performing limited, but highly technical, clerical functions; exercising considerable independent judgment; and recommending and implementing new procedures. Positions in this class are distinguished from the Deputy Clerk II by the degree of administrative responsibility, the size and complexity of the caseload, the case processing responsibilities at the court location resulting from the regular

use of multiple judges, and the additional supervisory role resulting from a larger non-judicial staff. Persons in this class have shared management responsibility with the Clerk of Court (Clerk) for the operation of the office and are authorized to perform applicable duties of the Clerk in his or her absence. 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 reports to the Clerk of Court and/or his or her designee and has direct supervisory responsibility over subordinates.

EXAMPLES OF WORK SUPERVISED/PERFORMED

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

With the Clerk, and in the Clerk's absence, plans, organizes, and manages various aspects of case processing including the assignment of supervisor and technical staff and assigning work to and overseeing work of employees.

In conjunction with the Clerk, supervises fiscal transactions including the maintenance of journals, ledgers, and accounts; the processing of all fines, fees, bail and other costs paid to the court, and directs disbursement of funds paid to the state, county city, or town.

Makes recommendations and works directly with the Clerk in selecting, hiring, evaluating, training, coaching, promoting and disciplining non-judicial personnel. Performs such functions in the absence of the Clerk.

Performs various management activities as requested by the Clerk, including review and approval of leave time and payroll; records and forms management; automation of court procedures; preparation, review and implementation of practice changes based on various management reports; and the establishment of management information systems.

Signs applicable court documents in the absence of the Clerk.

Actively works with the Clerk on problem solving in connection with a variety of management issues that may arise at the court location.

Actively supports and implements the Clerk's management decisions and objectives.

Serves as a member of the management team for the court and, if the Clerk manages multiple court locations, provides leadership and consistency at the other court location(s) where applicable and as requested by the Clerk, and/or in the Clerk's absence.

Assesses competing priorities in the workplace and implements constructive solutions.

Preserves appropriate confidentiality in management issues, including but not limited to personnel matters.

Provides responsive, timely, fair and positive customer service directly and indirectly through the court location's court assistants and other staff.

In conjunction with the Clerk, serves as court liaison with the public, Bar, other courts, agencies, news media, and units of government.

Manages the scheduling of trials, hearings, continuances, and other matters.

Ensures that there is adequate staff coverage at the customer service counter, phones and within the courtrooms as necessary.

In conjunction with the clerk, works with appropriate neutrality with key stakeholders such as law enforcement, and various agencies involved in court matters.

In conjunction with the clerk, maintains awareness of and is responsible for public and staff safety and security issues in conjunction with Sheriff's departments/court security officers and works in a collaborative way to ensure the court's policies with respect to security are followed.

Fosters understanding and compliance with all court policies.

Serves as key a resource with the clerk in fiscal audits with respect to investigation, response and compliance with financial policy expectations.

Works with the clerk in supervising staff to attain compliance with expectations revealed through various management reports as to case processing timeliness and accuracy, financial policy reporting, as well as other management and data reports.

Answers inquiries and furnishes information by reviewing court records.

Processes cases as necessary.

Opens, date stamps, sorts and distribute mail and does the equivalent for electronic cases.

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 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.

Prepares notices, orders and decrees, correspondence, hearing and trial lists.

Answers telephone, responds to electronic communication, 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 paper or electronic 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, as applicable.

Performs a variety of bookkeeping functions, which may include receipt, and disbursement of revenues, journal maintenance, bank reconciliation, and preparation of financial reports.

Assists judges as appropriate and necessary.

Performs related work as required.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a two-year college and five years court clerical experience including considerable supervisory experience; or any equivalent combination of education and experience, which provides the following knowledge, abilities, and skills:

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

Thorough knowledge of court organization, operations and functions.

Thorough knowledge of effective and efficient office practices and procedures.

Ability to step into a full management role in the absence of the Clerk.

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 prepares reports from such records.

Ability to supervise the work of subordinate employees, including recruitment, hiring, training, performance evaluation, and maintenance of personnel records.

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 and other standard office equipment.

SPECIAL REQUIREMENTS:

Is subject to the NH Code of Judicial Conduct as it applies to Clerks and Deputy Clerks.

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.