

EXTERNAL/INTERNAL

**ADMINISTRATIVE OFFICE OF THE COURTS**

**POSITION ANNOUNCEMENT #24-68**

Location	Position Available	Salary Range	Closing Date
Administrative Office of the Courts Concord, NH	Human Resources Associate	\$45,162 - \$66,281.80 Labor Grade: 24	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.

---

**IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE**

- Step 1:**
- Complete the 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](mailto:applications@courts.state.nh.us)
  - or fax application to: (603) 513-5454
  - or mail application to: Administrative Office of the Courts  
Human Resources Department  
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 a full-time confidential position in the Human Resources Department of the Administrative Office of the Courts (AOC). The Human Resources Associate assists with Human Resources processes, including supporting recruitment, the hiring process, benefits enrollment, and other areas related to Human Resources in the Judicial Branch. 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 Director of the Administrative Office of the Courts.

**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.*

- Supports recruitment efforts, including attending recruitment events;
- Coordinates job postings and applicant tracking;
- Drafts offers of employment and regret letters to applicants;

- Supports position tracking and maintenance in multiple HRIS systems;
- Creates and/or audits work units;
- Prepares and/or audits Payroll Authorizations for personnel and employment changes;
- Assists with benefit and program enrollment for employees;
- Supports tracking and coordinating hiring documents;
- Tracks and provides notices regarding increments and performance evaluations;
- Assists with maintaining personnel records consistent with applicable laws, rules, and established procedures;
- Assists with intake and tracking of New Hampshire Employment Security worker's compensation claims;
- Provides information about Judicial Branch collective bargaining agreements, personnel rules, policies and procedures to applicants, employees, supervisors, managers and other departments;
- Follows established procedures and processes in performing duties and responsibilities;
- Provides back up support to HR Specialist and Coordinator;
- Prepares reports and participates in trainings as assigned;
- Performs other related tasks as assigned.

## **MINIMUM ENTRANCE QUALIFICATIONS**

### **Education and Experience**

- Two (2) years of relevant college-level course work or an Associate's degree from an accredited college or university.
- Three (3) years of related work experience in Human Resources or a related field.
- Any equivalent combination of training, education and experience that provides the required skills, knowledge and abilities.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Capability of becoming knowledgeable in:**

- 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.
- Office365 and Microsoft programs (Word, Excel, Outlook, etc.)
- Record retention guidelines.
- Federal and state employment laws and regulations, including but not limited to: FMLA, ADA, and FLSA.
- Human Resources and Payroll rules, regulations, laws, and best practices.
- Human Resources Information Systems (HRIS).
- State benefits offered through Executive Branch.

### **Skilled in:**

- Organization and prioritization.
- Data gathering and compilation.

- Preparing and maintaining Excel spreadsheets.
- Planning and analysis.
- Time management skills
- Customer service.

**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 of personnel and medical documentation.
- Process new hire paperwork.