

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT 24-64

Location	Position Available	Salary Range	Internal Closing Date
Circuit Court Administrative Office (Concord, NH)	Domestic Violence (DV) Registry Assistant	Salary Range: \$40,092.00-\$58,754.80 Labor Grade 19	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

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

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 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

Performs data entry into the National and State Crime Information database, reviews and verifies entries for accuracy, and coordinates with Courts to provide updated information for relevant cases.

REPORTING LINES

This position reports to the Domestic Violence Program Manager and will have no supervisory responsibility.

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.

- Enters data of court-submitted electronic registries into State Registry and National Crime Information Center (NCIC) enforcement databases.
- Compiles information to the Gunline; performs site maintenance.
- Ensures accuracy and timeliness of the data submitted.
- Validates lists of records from the Federal Bureau of Investigation.
- Removes emergency protection orders.
- Collates statistics for reports.
- Provides summaries for meetings.
- Assists review of incoming and outgoing electronic and paper documents for completeness and accuracy.
- Responds to and initiates telephone and email inquiries and prepares copies.
- Provides updated information to court and law enforcement officials.
- Records information as required in the appropriate files.
- Files court records using chronological, alphabetical and numerical filing systems.
- Retrieves and distributes files for authorized court personnel.
- Updates and maintains technical manual.
- 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.

Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on the Judicial Branch is moderate 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 high school diploma (or GED equivalent) and some related work experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- Must be eligible to obtain certification to access law enforcement databases. Must maintain such certification.

PREFERRED QUALIFICATIONS

- None.

OTHER JOB REQUIREMENTS

- None.

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.
- Financial policies, operations and activities of Judicial Branch.
- Judicial Branch financial computer programs and applications.
- Record retention guidelines.
- State Registry and National Crime Information Center (NCIC).
- Gunline.
- Various databases and search systems.
- Database protocols.
- Federal and state guidelines for database entry.

Skill in:

- Data gathering and compilation.
- Preparing and maintaining Excel spreadsheets.
- Planning and analysis.
- Attention to detail.
- Editing.
- Data entry.
- Decision-making.

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.

SPECIAL REQUIREMENTS

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.