

NH Judicial Branch – Court Clerk Rockingham Superior Court, Brentwood, NH

Position #19-127

The New Hampshire Judicial Branch is accepting applications for a full-time Court Clerk at the Rockingham Superior Court in Brentwood, NH

JOB DESCRIPTION

This is a high-level management class supervising the administrative operations of a clerk's office of the New Hampshire Court System. This position is distinguished by the degree of administrative responsibility, the number of employees supervised, the size and complexity of caseload, the increase case processing responsibilities resulting from the regular use of multiple judges, and the additional supervisory role resulting from a larger non-judicial staff. Positions in the class may perform quasi-judicial functions. Employees in this position may be required to travel during the regular course of business, and may be subject to transfer or reassignment at the discretion of the Administrative Judge. Visit <https://www.courts.state.nh.us/aoc/hr/19-127.pdf> for additional information or a complete Job Description.

SALARY RANGE: \$84,708 - \$118,794

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a four-year college or university and a law degree from an accredited law school and twelve years court related experience, four years of which must have been in a supervisory capacity, or any equivalent combination of education and experience

Show position number on application and cover letter. Applications are required.

APPLICATION

E-mail application to applications@courts.state.nh.us, fax application to (603) 513-5454 or mail application to Administrative Office of the Courts, One Granite Place, Suite N400, Concord, NH 03301. Applications will be accepted until the position is filled. Application is located at <https://www.courts.state.nh.us/forms/nhjb-2099-dfps.pdf>.

Applicant must successfully pass a criminal record check.

The NH Judicial Branch is an Equal Opportunity Employer