

NH Judicial Branch – Secretary IV

New Hampshire Supreme Court (#21-96)

The New Hampshire Judicial Branch is accepting applications for a full-time Secretary IV at the NH Supreme Court.

Job Description: This position has responsible and varied secretarial work involving the performance of administrative and secretarial assignments in the New Hampshire Supreme Court. Work may involve the secondary performance of court clerical duties and may involve some courtroom work. The level of work performed is differentiated from Secretary III by the complexity and variety of the work performed, the responsibility of determining and meeting priorities often times with very short deadlines and the need to act independently with good judgment. Work is reviewed minimally. 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 or the Director of the Administrative Office of the Courts if appropriate.

Visit <https://www.courts.state.nh.us/aoc/hr/21-96.pdf> for a complete job description.

Salary Range: \$35,587-52,162

Minimum Qualifications: Graduation from high school, supplemented by courses in secretarial science; 5 to 7 years' experience in secretarial and general clerical work required, with experience in a legal setting preferred; 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 no later than **June 25, 2021**. Application is located at <http://www.courts.state.nh.us/forms/nhjb-2099-dfps.pdf>. Applicant must successfully pass a criminal record check.

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