

NH Judicial Branch – Court Monitor/Assistant (#21-99)

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

Definition of Work

Under direct supervision of the clerk of court, this position provides and performs a variety of services associated with the monitoring, logging and recording of testimony in a courtroom, and maintenance of equipment. Provides extensive administrative support to assigned judicial officer. Position processes court cases, enters and updates case data, assists and works with the public, attorneys, law enforcement representatives and other persons having business with the court at the counter and/or in the courtroom. May perform assigned tasks in one or more courts and/or in the office of one or more clerks. Position requires honesty, integrity, trustworthiness, accuracy, and attention to detail. Employees in this position are subject to transfer or reassignment at the discretion of the Administrative Judge.

Visit <https://www.courts.state.nh.us/aoc/hr/21-99.pdf> for a complete job description.

Salary Range: \$36,874 - \$54,034

Minimum Qualifications:

High School diploma or GED required, additional education and training preferred.

Five years of relevant, responsible court, law office, business, medical or general office clerical, secretarial or related support experience involving public contact, working with files and records, performing data entry or closely related responsibilities; OR,

Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

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. This position will remain open until filled. Application is located at <http://www.courts.state.nh.us/forms/nhjb-2099-dfps.pdf>. Applicant must successfully pass a criminal record check.

Equal Opportunity Employer