

State of New Hampshire Job Posting

Judicial Branch

Supreme Court
Concord, NH

Reporter of Decisions

Labor Grade: 59

Salary Range: \$107,250.00-\$129,968.80

The State of New Hampshire, Judicial Branch, Supreme Court, has a Full-Time vacancy for Reporter of Decisions.

Summary:

The Reporter of Decisions is a high-level position at the New Hampshire Supreme Court with responsibility for the timely and accurate review, editing, and publishing of the Supreme Court's opinions and final merits orders. The Supreme Court seeks an experienced attorney with excellent legal editing and writing skills, as well as project management experience, to serve in this statutory position. See RSA ch. 505.

Minimum Qualifications

Education and Experience:

A Juris Doctor (J.D.) degree; active membership in the New Hampshire Bar; seven years of experience in the practice of law, at least five of which involved analyzing, writing, and editing legal documents; and a demonstrated record of progressively responsible experience in project management.

Knowledge, Skills, and Abilities:

- New Hampshire Constitution, statutes, decisional law, and court rules, administrative orders, policies, and procedures.
- New Hampshire appellate and trial court processes and legal terminology.
- Federal Constitution, statutes, and decisional law.
- English grammar, syntax, diction, and usage.
- Legal citation rules and practices.
- Proofreading and editing legal documents.
- Legal research methods.
- Use of Microsoft Word, including document management, typography, layout, and formatting.
- Conversion of documents into an electronic format suitable for online publication.
- Development of written policies and procedures for multi-step processes.
- Management of projects and work activities from beginning to end.
- Devote meticulous attention to matters of technical, procedural, and substantive legal detail.
- Communicate effectively, both orally and in writing.
- Work independently, collaboratively, and in complete confidentiality.
- Develop and maintain effective professional working relationships with justices, law clerks, and other staff when providing honest feedback and constructive criticism.
- Analyze and evaluate complex information.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Use initiative and independent judgment within general policy guidelines.
- Adapt the performance of the Reporter of Decisions' statutory duties and other responsibilities to the evolving expectations of the public, the bench, and the bar in an electronic age.

Other Requirements:

Successful completion of a background check, including a criminal records check.

Responsibilities:

- Supervises and manages the processing of cases after oral argument or submission on the briefs and through issuance of the Supreme Court's opinion or final merits order.
- Tracks the status and progress of cases after oral argument or submission on the briefs and provides regular reports to the justices on the status of those cases in compliance with applicable time standards.
- Assists the justices in identifying and resolving the cases that warrant additional resources or present unusual urgency.
- Reviews drafts of each opinion or final merits order for clarity, conciseness, internal consistency, grammatical and citation accuracy, conformity to the appellate record, soundness of legal reasoning, and adherence to the Court's precedents.
- Provides editorial suggestions to the authoring justice and his or her law clerks. Monitors cases decided by opinion or final merits order for motions to reconsider and presents those motions to the Court for timely consideration and disposition.
- Updates and maintains the Supreme Court's citation guidelines for New Hampshire references and ensures the availability of those guidelines to the public.
- Acts as the lead authority and subject-matter expert in negotiating contracts for the publication of the New Hampshire Reports, in administering the publishing contract, and in monitoring the publisher's compliance with the contract.
- Reviews and proofreads all materials to be included in bound volumes of the New Hampshire Reports and reports corrections, as necessary, to the publisher.
- Coordinates and manages the electronic publication of Supreme Court opinions and final merits orders on the judicial branch website.
- Reviews and responds to queries from the reading public regarding perceived editorial errors in opinions and final merits orders and implements editorial corrections where appropriate.
- Develops internal policies and procedures for the efficient and accurate preparation of draft decisions and for their finalization and issuance as opinions or final merits orders.
- Works closely with the Supervisory Law Clerks to ensure that all law clerks understand and follow the Court's internal policies and procedures for decision processing, and serves as an ongoing technical resource, jurisprudential advisor, and informal mentor to the Supreme Court's team of law clerks.
- Works with the Chief Justice of the Superior Court and the Chief Judge of the Circuit Court to develop and implement a policy for electronic publication of trial court orders.

Disclaimer Statement:

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 tasks other than those specifically presented in this description.

Candidates Apply at NH.GOV

For further information please contact Jennifer Zdon, Human Resources at Jzdon@courts.state.nh.us.