

State of New Hampshire Job Posting

Judicial Branch

Supreme Court
Concord, NH

Supreme Court Judicial Assistant

Labor Grade: 35
Salary Range: \$59,963.00-\$72,540.00

The State of New Hampshire, Judicial Branch, Supreme Court, has a full-time vacancy for Supreme Court Judicial Assistant.

Summary:

The Supreme Court Judicial Assistant is a highly responsible position managing complex administrative functions, schedules, and confidential communications for the Chief Justice and Associate Justices of the New Hampshire Supreme Court. The Judicial Assistant serves as the assistant to the justices of the Supreme Court and works closely with them daily, coordinating their meetings and schedules, preparing and distributing documents, and supporting the overall efficiency of the justices' administrative functions. The work requires the exercise of independent and accurate judgment, confidentiality, discretion, and initiative.

Minimum Qualifications

Education and Experience:

At least an associate degree from a college or university, with coursework in paralegal studies or judicial, public or business administration, and minimum of five years' experience as a paralegal, program manager, executive assistant, or secretary in a court or in a legal, business, or public-sector or public-interest environment; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities for successful performance of the job duties.

Licenses or Certifications

Notary public or the ability to become a notary public in the State of New Hampshire.

Other Requirements:

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

Candidates apply here:

<https://jobsp.nhfirst.nh.gov/lawtaprd/CandidateSelfService/controller.servlet?data-area=lawtaprd&context.session.key.HROrganization=10&context.session.key.Job-Board=EXTERNAL&context.session.key.noheader=true&JobPost=2&JobReq=49591>