



NEW HAMPSHIRE JUDICIAL BRANCH

State of New Hampshire Judicial Branch Merrimack Superior Court, Concord, NH **Deputy Clerk, Superior Court**

\$72,735-\$107,036.80

Labor Grade: 43

The State of New Hampshire, Judicial Branch, Merrimack Superior Court, has a full-time vacancy for Deputy Clerk. Please submit a resume and cover letter along with your application.

Summary:

This is administrative work in the New Hampshire Court System managing one or more departments and supervising the work of multiple court assistants. Work requires specialized knowledge of court management techniques and practices including the legal requirements of case processing in a general jurisdiction trial court and may include performance of quasi-judicial functions as authorized. Persons in this class are distinguished from a Court Assistant VI by the added complexity in terms of scheduling of trials and hearings, the increased responsibilities resulting from an increased number of judges presiding on a regular basis and the additional supervisory role resulting from a larger non-judicial staff. Distinguishable factors and complexity of tasks to be performed by persons in this class are found in the larger Superior Courts.

Minimum Qualifications:

Graduate from a four-year college or university, and an advanced degree required. A law degree from an accredited law school and membership in the New Hampshire Bar is required. Five years of court-related experience with at least two years in a supervisory capacity is required.

Special Requirements:

Must successfully pass a criminal record check.

Apply at NH.gov or contact Jzdon@courts.state.nh.us for more info.