

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #23-96 (AMENDED)

Location	Position Available	Salary Range	FLSA Status	Position Status	Closing Date
Administrative Office of the Courts Concord, NH	Facilities Assistant Temporary Positions (Multiple positions are available)	Labor Grade 10 \$16.61/hour	Non-Exempt	Non-Administrative	To Be Determined

Employees hired for this position may be required to attend new employee orientation in Concord, NH prior to beginning their job at their assigned judicial branch location. Mileage reimbursement will be paid pursuant to the collective bargaining agreement.

The normal work day for Judicial Branch employees shall consist of work normally performed between the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday; however, the normal work day may be adjusted based on the needs of the court location.

IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

- Step 1:**
- Print application from the *HR Job Postings* page on the website
<https://www.courts.nh.gov/sites/g/files/ehbemt471/files/documents/2021-04/nhjb-2099-dfps.pdf>

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

- Step 2:**
- e-mail application to: applications@courts.state.nh.us
 - or fax application to: (603) 513-5454
 - or mail application to: Administrative Office of the Courts
Human Resources Department
One Granite Place, Suite N400
Concord, NH 03301

(At any time we may have more than one position vacant in the court system.

Your application may not be considered if you fail to note a specific position on your application.)

GENERAL SUMMARY

This is a full-time or part-time, temporary position, not to exceed six months, working in the New Hampshire Court System, subject to the sufficient and continued funding of the Judicial Branch by the Legislature. Work involves performing a variety of functions requiring physical labor and travel statewide in support of records maintenance, storage, and destruction. This position will be primarily responsible for assisting with preparing case files for destruction or off-site storage and delivery of equipment, furniture, supplies, documents and other items to and from statewide court locations. Travel during the regular course of business is required. This position reports to the Court Facilities Manager of the Administrative Office of the Courts for work assignments and training and is subject to reassignment by the Director. This position has no supervisory responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

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 job-related tasks other than those specifically presented in this description.

- Assist with preparing physical case files for destruction or off-site storage, including frequent boxing of files in a specific manner which will be described in training.
- Assist with maintaining archived records for various courts, including delivering boxed court files to the NH State Archives.
- Travel to statewide court and vendor locations to pick up equipment, furniture, supplies, documents and other items.
- Assist with delivery of office equipment, furniture, supplies, publications, documents and other items as needed to statewide court locations.
- Assist with installing shelving, workstations and other equipment, as needed.
- Perform other related work as required.

REQUIRED QUALIFICATIONS

Education and Experience

- Completion of at least two (2) years of high school

PREFERRED QUALIFICATIONS

- Related work experience.
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

OTHER JOB REQUIREMENTS

- Successful completion of a background check, including a criminal records check and motor vehicle records check.
- Valid driver's license and access to a reliable vehicle, or other reliable means of transportation.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Ability to:

- Operate a motor vehicle safely and frequently.
- Lift and carry heavy objects on a daily basis.
- Organize work tasks efficiently and effectively with respect to priorities and deadlines and with minimal supervision.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with others.

DISCLAIMER STATEMENT

This position description represents general duties and is not intended to list every specific function of this position.