



UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE
1000 ELM STREET, SUITE 1001
MANCHESTER, NEW HAMPSHIRE 03101
603.222.2600
www.nhb.uscourts.gov

ADMINISTRATIVE SUPPORT CLERK (2016-02B)

Location:	Manchester/Concord, NH*	Salary Range:	\$38,833 to \$48,537
Opening Date:	July 18 th , 2016	Closing Date:	August 12 th , 2016

Position Description

Administrative support positions provide office assistance in accordance with approved internal procedures and policies. These positions include those “mixed duties” or hybrid jobs that provide a variety of administrative, operational and technical assistance to ensure the smooth and efficient management of the office. Administrative support positions encompass areas such as secretarial support to court unit staff, managers, and/or executives, as well as a variety of administrative services such as human resources, procurement, finance, budget, property management, space and facilities and statistical maintenance. Administrative support positions at this level of function perform lower level administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors/clients.

Position Duties

- Adhere to the court unit’s internal control procedures.
- Provide office support and assistance for the administrative functions of the office.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation. Maintain correspondence control records.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Schedule appointments, arrange meetings, and maintain staff calendars.
- Routinely perform financial duties such as processing accounts payable and accounts receivable transactions. Assist with balancing and reconciling financial records. Prepare bank deposits. Process financial transactions using applicable automated financial tracking systems.
- Report matters regarding the office’s physical needs (such as heating, cooling, lighting, and cleaning).
- Performs other duties as assigned.

Qualification Requirements

The successful candidate must possess a minimum of two years of experience of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Candidates should be industrious, creative, intelligent, diplomatic, energetic, forward thinking, dynamic, public service oriented and versatile with exceptional interpersonal and communication skills. While accuracy and attention to detail is essential, equally important is the demonstrated ability to persevere in bringing

administrative tasks to a successful resolution. An outstanding working knowledge of computer applications and general bookkeeping experience is preferred. Candidates must have the capacity to exercise independent, sound judgment, problem solve, and take ownership of and manage both assigned duties and special projects. The ability to balance the demands of varying workload responsibilities and deadlines is critical. The incumbent will be expected to work in a team environment and must be able to interact with all segments of the legal community and public.

Misc.

Applicants must be United States citizens or be eligible to work in the United States. As a condition of employment, the selected candidate will undergo a full government background investigation, including FBI fingerprint and criminal records checks. The selected candidate will be hired provisionally pending successful completion of the background investigation and a favorable suitability determination. Unsatisfactory results may result in termination of employment. Judiciary employees serve under excepted appointments and are considered at will employees. The first year of employment is considered a probationary period.

How To Apply

Qualified applicants should submit a letter of interest, a resume, and a salary history for the past ten years to Thomas Van Beaver at:

tom_vanbeaver@nhd.uscourts.gov

by the close of business on **August 12th, 2016**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense and relocation expenses will not be provided or reimbursed. References will not be required until an applicant is considered a finalist. The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

*Please be advised that the U.S. Bankruptcy Court for the District of New Hampshire will be relocating to Concord, New Hampshire in approximately late 2017.

The United States Bankruptcy Court for the District of New Hampshire is an equal opportunity employer.