



UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE
55 PLEASANT STREET, ROOM 200
CONCORD, NEW HAMPSHIRE 03301
603.222.2600
www.nhb.uscourts.gov

COURT SERVICES CLERK (2024-01B)

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| Location: | Concord, NH |
| Salary Range: | CPS CL 24 (\$49,044 to \$79,767)* Based on Qualifications and Experience |
| Opening Date: | May 28, 2024 |
| Closing Date: | Open Until Filled |

Position Overview

The Court Services Clerk performs various functions and is responsible for maintaining and processing case information, collecting fees, and managing the progression of cases from opening to final disposition, consistent with approved internal controls, procedures, and rules. The incumbent provides procedural information and customer service, and ensures incoming documents conform to federal and local rules, and court procedures. Additionally, the Court Services Clerk is responsible for the accurate and appropriate verbatim recording of court proceedings in the courtroom through the use and operation of electronic sound recording equipment. The incumbent provides calendaring and courtroom-related assistance as required.

Representative Duties

- Perform case management work. Review filed documents to determine conformity and take appropriate action and follow up with rules, quality control standards, practices, and filing requirements. Docket orders, pleadings, judgments, and other documents and summary entries as directed by local court policy and procedures, using applicable automated systems. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed. Prepare correspondence regarding file inquiries, docket sheets, and other file request information.
- Manage petitions and other documents filed manually and enter them into the automated case management system.
- Greet the public, attorneys, and visitors to the court, whether in person or over the telephone, in a courteous, patient, and professional manner. Provide accurate answers to questions regarding the docket or general court information to both internal and external customers.
- Operate a variety of copying and records equipment. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court.
- Inform customers of required fees. Receive payments and issues receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents. Reconcile daily financial transactions and prepare deposit documents.
- Manage incoming mail by opening and distributing, scanning/docketing mail as appropriate, and preparing mail log.

- Record court proceedings. Set up and troubleshoot courtroom technology equipment and software. Attend court sessions, record the proceedings verbatim, and play back the proceedings as required. Create electronic log notes of proceedings, including participants involved in court proceedings.
- Manage requests for audio recordings and/or transcripts of proceedings. Arrange for and monitor the timely and accurate progress of the transcript being received from the transcriber and delivered to the appropriate parties. Review transcripts to ensure they meet the court's formal standards.
- Provide backup courtroom-related assistance, such as providing hearing dates to internal and external customers, calling the calendar, administering oaths, handling exhibits, documenting the outcome of proceedings, and timely entering orders and/or summary entries on the docket as appropriate.
- Perform other duties as assigned.

Qualifications

Applicants must possess a high school diploma or equivalent and 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 knowledge and skills needed to perform the duties of the position. This includes but is not limited to knowledge of professional office procedures and decorum, exceptional customer service skills and excellent organizational, analytical, communicative, and interpersonal skills. The successful candidate will demonstrate initiative, a professional demeanor, and either experience in public speaking or the ability and desire to acquire oratory skills required to perform tasks in a court proceeding environment. The ability to successfully prioritize and balance the demands of varying workload responsibilities and deadlines is critical.

Additionally, the successful candidate will be creative, intelligent, diplomatic, energetic, versatile, forward thinking, and public service oriented. Accuracy and attention to detail are essential, as is the ability to persevere in bringing complex issues to a successful resolution. Candidates must have the capacity to synthesize complex information, exercise sound judgment, problem solve, and take ownership of and manage both assigned duties and special projects. The incumbent will be expected to work in a team environment and must be able to interact professionally with all segments of the legal community and public.

While not required, preferred qualifications include:

- Excellent academic records in an undergraduate degree from a college or university of recognized standing in such fields as law, paralegal studies, criminal justice, business administration, public administration, or related field.
- Experience in court operations.
- Experience in legal case management.
- Experience working in public service and/or customer service.
- Experience and/or formal training in procedural writing.

Additional Information

Applicants must be United States citizens or lawful permanent residents seeking citizenship. As a condition of employment, the selected candidate will undergo a 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. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

Upon successful completion of training requirements, some telework may be available subject to in-office coverage needs of the court. Some travel may be required.

How to Apply

To apply, please visit:

<https://www.nhb.uscourts.gov/employment>

Preference will be given to applications received by **5:00 p.m. on Friday, June 14, 2024**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense.

Relocation expenses will not be provided or reimbursed. The Clerk of Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position without any prior written notice. If a subsequent vacancy of the same or a similar position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool. The court will only communicate with qualified candidates selected for interview.

*[Full benefits are available](#). Starting salary range of CPS CL-24 (\$49,077 to \$79,767), depending upon qualifications and experience, with promotion potential to CPS CL 26, which currently has a maximum salary of \$96,977.

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