



UNITED STATES BANKRUPTCY COURT

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

ADMINISTRATIVE SUPPORT CLERK (2020-02B)

Location:	Concord, NH	Salary Range:	CPS CL 24 \$42,645 to \$69,371*
Opening Date:	February 27, 2020	Closing Date:	Open Until Filled

The United States Bankruptcy Court for the District of New Hampshire is accepting applications for a full-time, permanent Administrative Support Clerk.

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 executives and managers, 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.
- Inventory-related tasks.
- Procurement and financial duties.
- Report matters regarding the office’s physical needs (such as heating, cooling, lighting, and cleaning).
- Performs other duties as assigned.

Qualification Requirements

Exceptional customer service skills are required. 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 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 are essential, equally important is the demonstrated ability to persevere in bringing administrative tasks to

a successful resolution. 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.

While not required, preferred qualification are:

- Excellent academic records in an undergraduate degree from a college or university of recognized standing in such fields as accounting, business administration or a related field.
- An outstanding working knowledge of computer applications.
- General bookkeeping experience.

Additional Information

Applicants who are non-United States citizens must meet the [requirements for federal judicial employment](#). The Federal Financial Management Reform Act requires direct deposit of federal wages. 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. Some travel may be required.

How to Apply

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

tom_vanbeaver@nhd.uscourts.gov

Preference will be given to applications received by **Friday, March 27, 2020**. 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 of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice. If a subsequent vacancy of the same or similar characteristics to this 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.

*Full benefits are available. Starting salary range of CPS CL 24 \$42,645 to \$69,371, depending upon qualifications and experience, with promotion potential to CPS CL 26.

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