



**UNITED STATES DISTRICT COURT**  
DISTRICT OF NEW HAMPSHIRE  
55 PLEASANT STREET, ROOM 110  
CONCORD, NEW HAMPSHIRE 03301  
603.225.1423  
[www.nhd.uscourts.gov](http://www.nhd.uscourts.gov)

**OPERATIONS SUPPORT CLERK (2021-02D)**

<b>Location:</b>	Concord, NH	<b>Salary Range:</b>	\$38,911 to \$63,235
<b>Opening Date:</b>	November 29, 2021	<b>Closing Date:</b>	January, 6, 2022

**Position Description**

The United States District Court for the District of New Hampshire is accepting applications for a full-time Operations Support Clerk. This position is located in the clerk's office and reports to the Chief Deputy Clerk. The Operations Support Clerk is an operational support position that provides office and case management assistance in accordance with approved internal procedures and policies. This position includes a variety of administrative tasks to ensure the seamless and efficient management of the office. This position also provides operational support services that include receiving, reviewing, and filing documents, performing docketing in electronic case files, and maintaining court files in compliance with federal and local rules and internal procedures. The position performs customer service and cashier duties, provides procedural information, and collects court fees. Mail duties include opening and routing incoming mail, endorsing enclosed payments, and assembling and metering outgoing mail. The position is also responsible for docketing, maintaining official case records, and monitoring deadlines. Finally, the position will support the jury office, including assisting with jury selections and processing juror records, and may be called upon to assist with other courthouse events. This is a full-time position with benefits and a starting annual salary range of CPS CL23 \$38,911 to \$63,235, depending upon experience, with promotion potential to CPS CL27 \$57,578 to \$93,600.

**Position Duties**

- Receive and process incoming mail. Collect and distribute court documents and correspondence.
- Utilize computer programs to send email, obtain and input data, produce documents, and scan, upload and route documents.
- Utilize and maintain mail meter machine and process outgoing mail.
- Assist with updates to written mail/file room procedures as directed by supervisor.
- Assist with management of administrative files and administrative orders and drafting administrative orders and correspondence as directed by supervisor.
- Operate a variety of office machines and equipment.
- Review filed documents for conformity with rules and regulations, and docket case related filings in the court's electronic case management system.
- Provide procedural or case information to the public, bar, and the court.
- Provide support for the jury office by reviewing and processing juror records and assisting with jury selections.
- Assist with courthouse events.
- Perform other duties as assigned.

### **Qualification Requirements**

Candidates must have a bachelor's degree or higher from a college or university of recognized standing and a minimum of two years 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 position's duties. 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 complex operational issues and/or automated system problems to a successful resolution. Candidates must have the capacity to synthesize complex information, 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.

### **Background Checks**

The selected applicant will be subject to a background investigation by law enforcement agencies and may be required to provide educational transcripts. Specialized testing of the applicant's skills 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](mailto:tom_vanbeaver@nhd.uscourts.gov)

by the close of business on **January 6, 2022**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. 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.

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