

## ADMINISTRATIVE OFFICE OF THE COURTS

**POSITION ANNOUNCEMENT #23-82**

Location	Position Available	Salary Range	Closing Date
Administrative Office of the Courts Concord, NH	Youth Development Center Claims Administration Paralegal  (Multiple positions available)	\$39,136-\$57,369 Labor Grade 22  FLSA – ADMINISTRATIVE EXEMPT	May 23, 2023

The normal work day for Judicial Branch employees shall consist of 7.5 hours per day with 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 business needs.

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.

**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/nhib-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](mailto: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**

Provide Youth Development Center (“YDC”) Claims Administration and Settlement Fund Claims Administrator and General Counsel with overall claims processing support in YDC claims process matters under RSA 21-M:11-a. Employees in this position are subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts, in consultation with the Claims Administrator.

**This position is subject to continued available funding in the Youth Development Center Settlement Fund (“Fund”) and shall terminate upon elimination of the YDC Claims Administrator position or exhaustion or termination of the Fund. By statute, claims may currently be filed through December 31, 2024 and the claims process may continue for some period of time after the filing period.**

## **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 tasks other than those specifically presented in this description.*

- Review filed claims for intake and administrative completeness, and other claims processing features.
- Respond to potential claimants to explain the claims process and answer questions.
- Assist unrepresented claimants with filling out forms or completing claim packets.
- Draft, review, and edit legal documents to assist General Counsel and the Claims Administrator.
- Schedule proceedings and meetings.
- Provide support to General Counsel with evaluating and processing claims.
- Provide support to General Counsel for YDC claims matters, including legal research, and drafting of legal memoranda and decisions.
- Prepare summaries; compile information for use by General Counsel and the Claims Administrator.
- Organize claims materials.
- Assist with preparing for resolution hearings; attend proceedings and meetings as requested to support YDC Claims Administrator and General Counsel.
- Compile statistical data and prepare records and reports; collect information and analyze data.
- Assist with other office operations and administrative duties as requested.
- Other duties as assigned.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience**

- Associate's degree in law, paralegal studies, or related field.
- Minimum of 2 years of experience in legal research, legal investigation, or paralegal work, or comparable work experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Demonstrated ability to be trained in victim-centered, trauma-informed claim processing.

### **Licenses and Certifications**

- Valid driver's license.

## **OTHER JOB REQUIREMENTS**

- Must successfully pass motor vehicle and criminal record checks.
- Strong organizational skills and detail oriented; ability to multi-task and prioritize.
- Strong analytical, verbal communication, and writing skills.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Capability of becoming knowledgeable in:**

- State of New Hampshire's Statutes, rules and administrative orders, policies, and procedures.

- Policies, operations, and activities of the New Hampshire Judicial Branch.
- Office365 and Microsoft programs (Word, Excel, Outlook, etc.)
- Policies and procedures, legal documents, laws, and legal factors.
- Office practices and procedures.

**Skilled in:**

- Legal terminology and procedures.
- Data gathering and compilation.
- Initiative with recommendations for decision-making.
- Organization and prioritization.
- Effective team-based communication skills.
- Ability to adjust to varying priorities and work tasks.

**Ability to:**

- Meet schedules and deadlines of the work, and take initiative to communicate and appropriately respond in a team-based employment model, with various supervision.
- Work cooperatively and with appropriate supervisory direction.
- Perform a variety of duties, often changing from one task and priority to another of a different nature.
- Express ideas clearly and concisely, both verbally and in writing.
- Establish and maintain effective and cooperative working relationships with colleagues, associates, and representatives of other Federal and State departments, courts, and the general public.
- Follow oral and written instructions, and take initiative to seek clarification as needed.
- Work cooperatively and with appropriate supervisory direction from various staff including the Senior Investigative Paralegal.
- Compose correspondence.
- Assist in project management tasks.
- Maintain confidentiality.
- Train for victim-centered, trauma-based involvement with potential claimants.

#23-82

5/09/2023