



Director, Administrative Office of the Courts New Hampshire Judicial Branch

GENERAL SUMMARY

Manages the state-wide operations of the Administrative Office of the Courts [AOC]. Oversees audit, communications, facilities, fiscal, legal, human resources, information technology, security and related functions. Ensures efficient and effective operations of the state court system and works to uphold public trust and confidence in the New Hampshire Judicial Branch. Serves as a member of the Administrative Council pursuant to Supreme Court Rule 54. Supports the New Hampshire Supreme Court and the Chief Justice of the New Hampshire Supreme Court in discharging their respective constitutional responsibilities to provide for the administration of justice.

Performs duties in furtherance of the New Hampshire Judicial Branch Mission Statement:

“To preserve the rule of law and protect the right and liberties guaranteed by the United States and New Hampshire Constitutions, the courts will provide accessible, prompt, and efficient forums for the fair and independent administration of justice, with the respect for the dignity of all we serve.”

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manages and directs all operations of the AOC to ensure support for statewide Judicial Branch locations including audit, communications, facilities, fiscal, legal, human resources, information technology, court security, risk management, and related functions.
- Directs development, implementation, and compliance of administrative policies, procedures, and work standards.
- Conducts strategic planning and program evaluation to ensure the goals and objectives of the Judicial Branch are achieved.
- Recruits, develops and supervises diverse, professional staff of AOC Managers.
- Interacts daily with the AOC management team to set and communicate goals to multiple stakeholders.
- Leads statewide programs and projects that provide support to the Supreme Court, Superior Court, and Circuit Court to meet the diverse, current, and future needs of the state courts system and constituents.

- Establishes performance and operational metrics to support achievement of operational goals and justify investments and resource utilization.
- Coordinates and supports Judicial Branch leaders in the achievement of court system initiatives and objectives.
- Interacts frequently with judges from all court levels, court employees, legislative and executive branch leaders, public agencies, law enforcement and members of the public to support the administration of justice by the Judicial Branch.
- Reviews and responds to legislative changes and developments.
- Uses modern management trends in court administration to respond to change in technology, State and Federal Law, risk profile and evolution of threats to the operations of the Judicial Branch.
- Exercises the Judicial Branch's sole delegated authority to review and approve contracts.
- Assists with preparation of an annual Judicial Branch budget of approximately \$100 million, comprised of general, federal, and other funds.
- Administers Judicial Branch's appropriations and revenue accounts.
- Reviews and approves audits.
- Provides continuous oversight of the organization, operation and business functions of the Judicial Branch and makes recommendations for improvement.
- Resolves complaints and provides decisions for grievances and employment disputes.
- Serves on the Judicial Branch Administrative Council, which coordinates governance activities of the Supreme, Superior and Circuit Courts and the AOC.
- Serves on various boards and committees as required by statute, court order or assignment.
- Provides strong internal controls to administrative operations to maintain the dignity and integrity of the Judicial Branch at all times.
- Performs related work as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- A graduate degree from an accredited college or university in Business Administration, Public Administration, Law or a related field.
- At least nine years of related work experience, including working with elected and other government officials in a management capacity.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.



COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal terminology and court procedures.
- State of New Hampshire's Statutes, rules and administrative orders, policies and procedures, applicable Federal rules and requirements.
- Financial policies, operations and activities of Judicial Branch.
- Judicial Branch financial computer programs and applications.
- Judicial Branch's operational goals.
- Record retention guidelines.
- Employment law principles and benefits administration.
- Legal requirements that apply to employers operating within a unionized work environment featuring a number of collective bargaining agreements.
- Risk management processes and principles.
- Modern judicial administration, theories, practices and principles.

Skill in:

- Providing staff supervision and management.
- Managing operational budget of substantial size and complexity.
- Service delivery, improvements, and efficiency.
- Data gathering and compilation.
- Preparing and maintaining excel spreadsheets.
- Planning and analysis.
- Prioritization and organization.
- Decision-making.
- Project management.
- Procurement and contract management.



Ability to:

- Meet schedules and deadlines of the work.
- Perform a variety of duties, often changing from one task 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 associates and representatives of other federal and state departments, courts and the general public.
- Follow oral and written instructions.
- Interact with respect to the Judicial Branch, other stakeholders and entities.
- Manage people, projects and systems.
- Justify investments of time, money and human resources.
- Assist adaptation to changes in personnel, policy and planning.
- Serve as steward of taxpayer funds.



For more information or to apply, go to

<https://www.courts.state.nh.us/aoc/hr/hrjobpostings.htm>

