



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: CIVIL ADMINISTRATIVE ASSISTANT SHERIFFS DEPARTMENT

Join our team as the Civil Administrative Assistant for Rockingham County Sheriff's Department. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

SCOPE OF POSITION:

The Civil Administrative Assistant performs complex and specialized work of an administrative nature for the Civil Process Division by performing the following duties.

ESSENTIAL JOB FUNCTIONS:

- Performs record keeping tasks for the Civil Process and Civil Warrants Division.
- Reviews the validity, completeness and fee payment for all service documents prior to acceptance of process for service.
- Interacts with court, legal, law enforcement and the general public.
- Assumes responsibility for frontline screening requirements of all persons seeking entry.
- Assures the smooth and efficient flow of legal paperwork to the deputies and the originators for making returns of process to the court.
- Prepares invoices for civil process revenue and processes payments for service.
- Handles calls and office visits from persons in need of service or information.
- Resolves service or billing disputes or refers them to supervisors or sworn personnel.
- Uses specialized tracking and billing software and recommends upgrades.
- Creates and maintains various databases and filing systems.
- Assists with training, scheduling and monitoring volunteers and orienting new staff.
- Maintains office supplies by checking stock to determine inventory levels; anticipating requirements, placing and expediting orders, and verify receipt.
- Performs word processing, filing, collating photocopying and related clerical duties.

REQUIRED EDUCATION AND EXPERIENCE:

- Strong computer skills required.
- Moderate knowledge of Microsoft applications (Word, Excel, Powerpoint...) as well as Adobe Acrobat.
- Advanced typing ability.
- Knowledge of general office procedures; experience in the performance of complex clerical duties.
- Strong Interpersonal skills.

SALARY RANGE: \$15.69 - \$21.72 dependent upon experience

STATUS/SHIFT: Full Time / First Shift

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.