

## NEW HAMPSHIRE JUDICIAL BRANCH SEEKS e-COURTS STATUTES/RULES ANALYST

### e-COURT STATUTES/RULES ANALYST

The New Hampshire Judicial Branch (Court) seeks an experienced Statutes/Rules Analyst to fill a temporary role in the Judicial Branch's high priority e-Court project. The Court is embarking on a major project with a goal to make all processes in its case processing work flow electronic and paperless, while leveraging its newly implemented automated court case management system. Existing statutes and court rules may be outdated for the modern web-centric electronic government age in that they might inappropriately specify or require use of paper for certain court operations. References to paper processing legally hamper or prevent the ability of the court to transform itself into an organization based on electronic business processes.

The Judicial Branch seeks candidates with experience in drafting, writing, reviewing and updating government statutes and rules. Candidates with experience with automated e-Court systems and knowledge of electronic transaction processing systems, including electronic payments, are preferred. Candidates with non-court experience shall have experience with e-government systems.

Candidates shall have skills and experience working with executive level management, senior legal staff and case processing managers and shall possess excellent communications and writing skills. Candidates shall also have a full understanding of legal concepts and terminology and theory of modern electronic information technology based automation concepts.

This position is funded initially for up to a one-year temporary term with a possible extension period contingent on the project success, funding availability, and the needs of the project in this area. The Judicial Branch is receptive to alternative employment relationships including full-time, part-time, or consultant options and encourages candidates to apply or submit proposals accordingly.

**The initial employment period is July 1, 2011 through June 30, 2012.** Salary will be commensurate with candidate qualifications and the job assignment. Candidates are asked to quote their preferred hourly rate. This position will report to a senior court leader as appointed by the Judicial Branch e-Court senior management team.

NEW HAMPSHIRE JUDICIAL BRANCH  
ADMINISTRATIVE OFFICE OF THE COURTS

**POSITION ANNOUNCEMENT #11-82**

**e-COURT STATUTES/RULES ANALYST-** This position is funded initially for up to a one-year temporary term (July 1, 2011 – June 30, 2012) with an possible extension period contingent on the project success, funding availability, and the needs of the project in this area. The Judicial Branch is receptive to alternative employment relationships including full-time, part-time, or consultant options and encourages candidates to apply or submit proposals accordingly.

**Option 1: Full-time** State position working 37.5 hours per week on a Monday-Friday schedule. Under the full-time employment relationship, the position qualifies for standard state benefit package.

Location	Position Available	Salary Range	Closing Date
<b>Administrative Office of the Courts</b>	<b>e-Court Statutes/Rules Analyst</b>	<b>TBD Labor Grade: TBD</b>	<b>June 28, 2011</b>

**Option 2: Part-time** State position working a mutually agreed upon number of hours weekly on a Monday-Friday schedule. Position may qualify for limited state benefit package depending on the number of hours worked.

Location	Position Available	Salary Range	Closing Date
<b>Administrative Office of the Courts</b>	<b>e-Court Statutes/Rules Analyst</b>	<b>TBD Labor Grade: TBD (HOURS NEGOTIABLE)</b>	<b>June 28, 2011</b>

**Option 3: Full-time Contract consultant.** The Judicial Branch encourages qualified consultants to submit proposals for review.

Location	Position Available	Contract Price	Closing Date
<b>Administrative Office of the Courts</b>	<b>e-Court Statutes/Rules Analyst</b>	<b>Negotiable Submit Compensation Proposal</b>	<b>June 28, 2011</b>

**IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE**

- Step 1:**
- Print application **OR** call the Administrative Office of the Courts (271-2521) for an application
- Step 2:**
- e-mail application and/or resume to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)
  - or fax application and/or resume to: (603) 513-5454
  - or mail application and/or resume to: Administrative Office of the Courts  
2 Charles Doe Drive  
Concord, NH 03301

**Equal Employment Opportunity (EEO) Survey**

**Please take a moment to view the EEO survey attached to this position announcement.  
Your responses are STRICTLY VOLUNTARY and will be kept CONFIDENTIAL.**

**Please return with your application and/or resume.**

***(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.)***

---

**e-COURT STATUTES/RULES ANALYST** - The New Hampshire Judicial Branch through its administrative management unit, the Administrative Office of the Courts, seeks an experienced Statutes/Rules Analyst to review and recommend revisions to statutes and business rules to support the successful implementation of a full functioned e-Courts system in the New Hampshire court system.

### **PROJECT DEFINITION**

The e-Court Project is a large scale e-government project of the New Hampshire Judicial Branch. The project vision is to:

- allow for attorneys, pro Se litigants and agency partners to file court case information electronically
- allow fees to be charged for filings and process the payment electronically
- rewrite legislation and Judicial Branch operating rules to facilitate and support electronic e-Court features
- allow for state-of-the-art document management of case events electronically
- allow for e-signature where approvals and notice signatures are granted electronically
- allow for electronic case-file, docket and scheduling access
- allow for e-notice capability where court correspondence to parties is electronic
- allow for a self-help feature providing easily understandable electronic guide to the court business process
- allow for the integration of e-court modules and features into the currently installed Odyssey Case Management System.

This position will report to a senior court leader of the New Hampshire Judicial Branch. The position will be responsible for transformation of statutes and business operating rules to support the electronic automation of the court to a full e-Court system as described in the Project Definition above. This position will perform other e-government project task priorities as identified by the Judicial Branch.

### **DEFINITION OF WORK**

Duties include consulting with the e-Court project manager, case processing managers, and legal counsel on best-practice e-Court automation and legal concepts and theory to successfully review and recommend revisions to New Hampshire Revised Statutes Annotated and operating business rules in support of the Judicial Branch's transformation to e-Court. Employees in this position may be required to travel during the regular course of business, and are subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts.

### **REPORTING LINES**

Individual reports to the Director of the Administrative Office of the Courts. Subordinate employees will not likely report to this position, however, the individual will collaborate at length with many court employees and external partners.

### **EXAMPLES OF WORK SUPERVISED/PERFORMED**

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties, which may be supervised or performed.)

Review and analyze all relevant statutes and court rules to identify instances of references to paper, especially if those references require paper processing.

Draft replacement language for statutes and court rules with identified references to paper. The replacement language should either be neutral as to mode or specifically reference use of electronic data and electronic transmission.

Work with court representatives to reach agreement on replacement language for statutes and court rules.

Work with key legislative staffers and the Office of Legislative Services to reach agreement on replacement language for statutes.

Be available to the court during legislative sessions to help explain proposed replacement language in statutes to key legislators.

Schedules and manages work of assigned project resources.

Develops project plans including resource, time and cost estimates.

Interfaces with other governmental agency business users and IT staff coordinating activity for the judicial branch including collaborating on the overall project schedule.

Perform related work as required.

### **KNOWLEDGE, SKILLS, OTHER CHARACTERISTICS**

Ability to draft statutes and court rules.

Knowledge of e-Everything capabilities.

Knowledge of court case management systems and the electronic integration of those systems to other internal and external systems.

Requires knowledge of e-government transaction based systems.

Requires project coordination leadership and collaboration skills including a command of government statute creation and alteration to effectively support e-commerce concepts.

Requires knowledge of database design, workflow analysis, and programming techniques.

Requires knowledge of electronic data communications, primarily pertaining to e-government systems, specifically electronic payment systems, electronic transaction audit trails and transaction transmission receipt confirmation systems.

Requires the ability to collaborate with case processing staff, managers, judges and IT staff to achieve project objectives.

Requires skill in evaluating and redesigning business process flow of a large scale project involving case management.

Requires skill to analyze and implement legal and business process related concepts and designs from other similar jurisdictions into the New Hampshire legislation and business processes to support e-Court automated system solution effectiveness with long-range strategy.

Requires logical or scientific understanding to analyze industry trends relating to electronic court management systems including internet transaction processing and related data security.

Requires responsibility for achieving major project goals and milestones for the Judicial Branch on a fixed timeline as dictated by the e-court project plan. Reviews and makes recommendations for procedural changes, developing/revising program policies, and re-engineering business work flow.

Requires performance of regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Requires excellent verbal communications skills and ability to speak effectively to senior Judicial Branch managers, judges and legislative committees.

Requires formal presentations of solutions and goals to senior Judicial Branch staff and legal counsel.

Requires formulating of text applied to the state statutes with consideration of the electronic business process proposed or successful in other jurisdictions with consideration of the capabilities of e-Court business partners.

Requires independent judgment in planning and evaluating work procedures. Makes recommendations with consideration of broad Judicial Branch guidelines, rules and objectives.

### **RECOMMENDED WORK TRAITS**

Knowledge of the current use of computer systems including internet based transaction processing and email.

Knowledge of effective processes for interviewing and developing formal written documentation.

Knowledge of the capacity of computer programming and the capabilities and requirements of information systems.

Knowledge of the basic application and use of case management systems, computer networking and peripheral computer-related concepts and equipment.

Ability to understand modern information technology terms, theory, and processes.

Ability to organize and lead other project resources in the conversion of legal and business process language into electronic automation text for revised statutes annotated.

Ability to communicate effectively, orally and in writing.

Ability to analyze operations and translate paper business processes into written results in modern electronic automation terms.

Ability to analyze court business processes and information processing systems.

Ability to establish and maintain effective working relationships with subordinates, associates, court management officials, project resources, as well as personnel associated with professional organizations.

### **DESIRABLE EDUCATION AND EXPERIENCE**

**Education:** Must be a member of a State Bar.

**Experience:** Five years experience as an attorney or related work in the legal field, at least one year of which shall have been involved with analysis of state or federal statutes. Experience with business process analysis and operating business rule development preferred.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license

Must successfully pass a criminal record check

Off-site work may be negotiated with the Judicial Branch. Some, if not all, work on this project will be required on-site.

**DISCLAIMER STATEMENT**

This position description represents general duties and is not intended to list every specific function of this position.

6/14/2011

#11-82

**State of New Hampshire - Administrative Office of the Courts  
Equal Employment Opportunity Survey**

As part of its mandate under Title VII of the Civil Rights Act of 1964, the federal Equal Employment Opportunity Commission requires periodic reports from state governments which indicate the composition of their applicant and work force by age, gender and ethnic/race category based on specific job categories (professional, technical, administrative, management etc). Your responses are **Strictly Voluntary**, will be kept **Confidential** and separated from all other personnel records only accessed by the Human Resources Department. **No adverse treatment will result if you choose not to answer any of the questions.**

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**AGE:** \_\_\_\_\_ (In whole numbers)

**JOB TITLE** of position for which you are applying: \_\_\_\_\_

**POSITION NUMBER** of position for which you are applying: \_\_\_\_\_

**GENDER:** (Please check only **one** response below)

\_\_\_\_\_ Male    \_\_\_\_\_ Female

**ETHNICITY:** (Please check only **one** response below)

**H = Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

\_\_\_\_\_ YES    \_\_\_\_\_ NO

**RACE:** (Please check only **one** response below)

\_\_\_\_\_ **W = White** (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

\_\_\_\_\_ **B = Black or African American** (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.

\_\_\_\_\_ **NHOPI = Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

\_\_\_\_\_ **A = Asian** (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

\_\_\_\_\_ **AIAN = American Indian or Alaska Native** (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

\_\_\_\_\_ **T = Two or More Races** (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

**Please circle all that apply:**    **W**    **B**    **NHOPI**    **A**    **AIAN**

Date completed: \_\_\_\_\_

Thank you for your participation.

**PLEASE RETURN COMPLETED FORM TO:  
Administrative Office of the Courts  
Human Resources Dept  
2 Charles Doe Drive  
Concord, NH 03301**