

VERMONT JUDICIAL BRANCH

DEPUTY CLERK I

Court: Trial

Supervisor: Court Operations Manager

Job Code: 93560J

Exempt/Non-exempt: Non-Exempt

Pay Grade: 18

Union Eligible: Yes

PURPOSE:

This position involves technical and advanced clerical work with supervisory and administrative responsibilities.

ESSENTIAL JOB FUNCTIONS:

- This position involves technical and advanced clerical work with supervisory and administrative responsibilities.
- Work is performed under the general direction of the Court Operations Manager, but with considerable opportunity for individual initiative and independence of action.
- Assists the Court Operations Manager and judicial officers of the courts in managing the caseloads of the court to ensure that cases are given judicial attention within the time frames established by statutes and rules and according to agreed upon priorities.
- Involves scheduling and processing court cases and total responsibility in assigned functional areas.
- Manages the Courts in the absence of the Court Operations Manager, direct supervision of clerical staff, and assistance in the planning, organizing, staffing, coordinating, directing and evaluation of the administrative functions.
- Ability to maintain accurate court records, including docket entries and the timely preparation and distribution of court documents, such as hearing notices, transports, notice of decisions, etc.
- Schedule hearings/courtrooms on a state-wide basis.
- Provide information and assistance to the public regarding court schedules, policies, specialized court and legal procedure by letter, telephone or personal contact in a consistently helpful, friendly and professional manner while functioning in a fast-paced, high pressure and challenging environment.
- Set bail in accordance with Vermont Statutes Annotated and guidelines and procedures established by the court.
- Continually strive to improve the operation of the courts on a county, regional, and statewide basis by attending meetings and serving on statewide committees in order to share knowledge and expertise.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: High School graduation or equivalent

Experience: Five years of clerical or secretarial work, one in a legal or judicial setting. College may be substituted for all but one year of experience on a year-for-year basis. A Bachelor's Degree with a major in a related field may be substituted for the total experience requirement.