

VERMONT JUDICIAL BRANCH

JUDICIAL BUREAU SCHEDULING CLERK

Court: Judicial Bureau

Supervisor: Director, Judicial Bureau

Job Code: 93790J

Exempt/Non-exempt: Non-exempt

Pay Grade: 19

Union Eligible: Yes

PURPOSE:

Manage statewide scheduling for four dockets: traffic, municipal, fish/game and tobacco.

ESSENTIAL JOB FUNCTIONS:

- Allocates judge time for 16 court locations based on the pending caseload for each location
- Obtains courtroom space.
- Negotiates with court managers for courtroom space.
- Prepares monthly calendars and update as changes occur; track cases for continuance.
- Coordinates telephone hearings.
- Makes contact with attorneys and assistant judges throughout the state.
- Coordinates per diem court officers and arranges for payment.
- Provides expense sheets to acting hearing officers and ensures processing for payment.
- 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.

MINIMUM QUALIFICATIONS:

Education: High School graduation or equivalent.

Experience: Three years of clerical or secretarial experience.

College training may be substituted for the work experience on a year for year basis.