

VERMONT JUDICIAL BRANCH

OPERATIONS ASSISTANT

Court: Court Administrator's Office

Supervisor:

Job Code: 93756J

Exempt/Non-exempt: Non-exempt

Pay Grade: 23

Union Eligible: Yes

PURPOSE:

Works in the Operations Division of the Office of the Court Administrator under the direction of the Director of District Court Operations in coordination with the Director of Research and Information Services.

ESSENTIAL JOB FUNCTIONS:

- Coordinates with and acts as liaison between docket procedure development and training teams, the Employee Education department, the Administrative Judge and the RIS Division as they develop new procedures, identify and address staff training needs, remediate VTADS problems, specifically in the areas of data quality and consistency and prioritize and implement programming enhancements.
- Assists in the identification and correction of data quality problems in criminal case disposition data that must be addressed in order to implement electronic disposition reporting between the District Courts and the Vermont Crime Information Center.
- Troubleshoots operational problems in the trial courts at the direction of the Director of District Court Operations, including, researching and responding to litigant or attorney inquiries.
- Compiles routine statistical and operational reports from the courts.
- Assures that court staff are trained in matters related to the collection of data.
- Develops court-specific reports as directed by the Director of District Court.
- Coordinates the specification of forms for use in the courts.
- Maintains and coordinates the content of the Judiciary web page.
- Provides administrative assistance to the Director of District Court.
- 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, JOBS SKILLS & ABILITIES:

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

Education: High school graduation or GED.

Experience: Four years of office work or equally pertinent experience, at least two being at or above an intermediate clerical level of responsibility.

Note: College course work may be substituted for the experience on a semester for six months basis.