

VERMONT JUDICIAL BRANCH

DOCKET CLERK C

Court: Trial Court

Supervisor: Court Manager

Job Code: 92730J

Exempt/Non-exempt: Non-exempt

Pay Grade: 16

Union Eligible: Y

PURPOSE:

Work may involve liaison with the presiding judge, attorneys, other professional persons or agencies, and the public. Specialized clerical work involving one or more docket areas within the court's jurisdiction. Work involves the application of varied clerical procedures surrounding the legal process and the exercise of independent judgment in solving work problems. Work is performed within the framework of established procedures.

ESSENTIAL JOB FUNCTIONS:

- May be responsible for reviewing court room docketing, jury orientation, summoning and payment.
- May be responsible for misdemeanor bail calls.
- Responsible for the complete processing of the docketed cases, such as civil, UIFSA, juvenile, family abuse, etc.
- Shares in the responsibilities of court recording for the various dockets.
- Establishes and/or maintains electronic and other court records, files, accounts, and statistics as required for each case.
- Considerable contact by mail, email, telephone or in-person with involved parties and their attorneys in order to move cases through various stages to completion.
- Provides information and assistance to all customers of the court via telephone, mail, email or personal contact regarding court schedule, policies, and legal procedures.
- Ability to respond to the public on the phone and in person in a consistently helpful, friendly, and professional manner while functioning in a fast-paced, high pressure and challenging environment.
- Accepts and records fines and fees including arranging to accept delayed or timed payment of fines.
- Record court proceedings and prepare related paperwork.
- May act as fiscal clerk involving the maintenance of office accounts, including posting to separate accounts, paying jurors, preparing bank deposits, reconciling accounts, preparing quarterly reports, making UIFSA payments, etc.
- 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:

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

Experience: Two years of clerical or secretarial experience

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