

**VERMONT JUDICIAL BRANCH**

**JUDICIAL BUREAU COMPLIANCE OFFICER**

**Court:** Court

**Supervisor:** Court Manager

**Job Code:** 97640J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 20

**Union Eligible:** Yes

**PURPOSE:**

Fine collection work at a technical level. Duties require frequent interaction by phone, mail, and in person, with litigants for the purpose of collecting delinquent fines and assisting litigants with obtaining reinstatement of driving privileges.

**ESSENTIAL JOB FUNCTIONS:**

- Contact litigants by telephone and/or letter to schedule in-person conferences.
- Conduct informal conferences with litigants and occasionally with their representatives.
- Produce computer generated reports.
- Arrange reasonable payment plans with litigants to satisfy delinquent judgments.
- Within prescribed limits and/or with case specific approval, abate certain assessments in order to achieve prompt settlement of judgments and driver reinstatement.
- Maintain records to document information received and actions taken.
- Exchange communications and reports with the department of motor vehicles, department of taxes, credit bureaus and collections agencies.
- 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.

**ENVIRONMENTAL FACTORS:**

Duties are typically performed in an office setting with normal working conditions. Depending upon duties assigned, some travel may be necessary, for which private transportation may be needed. May be called upon to lift 25 pounds.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

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

Education: High school graduation or GED.

Experience: Three years involving substantial public contact, including or supplemented by at least one year in preparation, maintenance, or collection of financial accounts. Experience with court processes is preferred, but not required.

Note: College coursework in accounting, in public or business administration, or in a closely related field may be substituted for the experience requirement on a semester for six months basis.

Note: General college coursework may be substituted for up to two years of the required public contact experience on a semester for six months basis.