

VERMONT JUDICIAL BRANCH

DIRECTOR OF TRIAL COURT OPERATIONS

**Court: District/Family**  
**Job Code: 93755J**  
**Pay Grade: 97**

**Supervisor: Court Administrator**  
**Exempt/Non-exempt: E**  
**Union Eligible: N**

**Definition:**

Managerial, planning, administrative, and policy development work at a professional level involving statewide development, implementation, evaluation, and operational oversight of all operations, services, and programs of the District Court, Family Court, and Judicial Bureau. The position may also provide coordination and oversight of the operations of and services provided by the Superior Courts and the Environmental Court. Supervision is exercised over Court Managers and Clerks, as well as other professional and administrative staff. The incumbent will report to the Court Administrator and perform work under the general direction of the Court Administrator, Administrative Judge, and Supreme Court.

**Examples of Work Performed:**

Establishes priorities, objectives, and strategies for the Trial Court Operations Division to accomplish the organizational mission and goals established by the Supreme Court. Within organizational policies and parameters established by the Supreme Court, manages the trial courts' budgets and the Trial Court Operations Division budget. Attends Supreme Court administrative meetings when requested by the Court.

Monitors trial court operations to ensure that users of the courts are treated well and that court services are accessible and delivered in a timely manner. Conducts ongoing performance reviews of court activities to assess progress, problem areas, and the need for resources or technology; takes corrective action. Confers with judicial officers, court staff, attorneys, and other users of the court system to identify areas of strength and those needing improvement. Hires and retains a well-trained workforce.

Translates new legislation/rules into court policies and protocols. Identifies the need for new or revised legislation, procedural rules, administrative rules, or court policies. Drafts proposed legislation upon request.

Monitors and analyzes statistical information relating to disposition of cases within timelines established by the Supreme Court. Ensures that court records are accurate and managed.

Participates in and/or provides staff support to judicial branch committees as assigned by the Court Administrator. Directs special studies and prepares reports. Related duties as assigned.

**Desired Knowledges, Skills, and Abilities**

- Considerable knowledge of the principles of operations management
- Considerable knowledge of the principles, practices, and trends within the broad field of state court litigation
- Considerable knowledge of state and federal laws, rules, regulations, and policies related to legal process and court procedures
- Considerable knowledge of principles of case flow management

- Considerable knowledge of the goals, administrative procedures, and operational needs of the Judiciary
- Working knowledge of public administration, management principles, and personnel management
- Working knowledge of strategic and program planning principles and practices
- Working knowledge of the political/legislative process
- Working knowledge of budgeting principles and practices
- Working knowledge of information systems pertinent to judicial operations
- Ability to conceptualize program needs, analyze issues, and develop strategies to meet those needs
- Ability to formulate and/or implement policies, rules, regulations, and procedures necessary for operation of the courts and evaluate same in relation to established goals
- Ability to establish and maintain effective working relationships with coworkers, the legal community, staff, the public and to negotiate effectively with different constituencies
- Ability to communicate effectively, both orally and in writing

**Minimum Qualifications:**

Education: Juris Doctor

Experience: Three years of management experience in a public sector organization with responsibility for policy formulation and implementation, budget and fiscal administration, supervision and human resources management, and program evaluation, one year of which must have been in a supervisory capacity in a court or other judicial setting.

Note: A Bachelor's degree and seven years experience as an upper-level manager of trial court operations/services in a state, large county, or large city administrative office of the courts OR admission to the Vermont Bar after a four-year clerkship may be substituted for the Juris Doctor.

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