

**VERMONT JUDICIAL BRANCH**

**DISTRICT COURT MANAGER**

<b>Court:</b> District Court	<b>Supervisor:</b> Director, Trial Court Operations
<b>Job Code:</b> 95660J	<b>Exempt/Non-exempt:</b> Exempt
<b>Pay Grade:</b> 97	<b>Union Eligible:</b> N

**PURPOSE:**

This position involves managerial, administrative and public relations work, including the responsibility for planning, organizing, staffing, coordinating, directing, and evaluating the administrative functions of the District Court. The manager works closely on a daily basis with the District Court Judge. Work is performed with considerable latitude for the exercise of independent judgment and initiative under the guidance of statutory and administrative policies, the rules and procedures relating to District Court operations, and the policies of the courts' presiding judges.

**ESSENTIAL JOB FUNCTIONS:**

Works with the judicial officers of the District Court to manage the caseload of the court, ensuring that cases are given judicial attention within the time frames established by statutes and rules and according to agreed upon priorities.

Manages the court to make the best use of its resources:

Prepares and manages the court's budget and routine statistical, financial, and management information.

Recruitment, hiring, and supervision of a work force including state employees and contract and volunteer personnel performing supervisory, technical, casework, security, and clerical functions.

Manages the selection, summoning, scheduling and payment of jurors.

Manages the use of appropriate technology for court functions (e.g., audio and video recording of court proceedings, coordinating uses of automation to maximize resources).

Ensures the maintenance of accurate court records and the timely preparation and distribution of court documents such as transport orders, notices of decision and court orders.

Sets bail and conditions of release and ensures access to appropriate court personnel for the setting of bail and ruling on applications for warrants and other emergency requests, when court is not in session.

Ensures the provision of courteous and professional assistance to all who use the court, and represents the Court in maintaining effective working relationships with attorneys, jurors, law enforcement officials, representatives of the media, and related public and social service agencies.

Strives to improve the operation of the court on a county, regional, and statewide basis by:

Attending meetings and serving on statewide committees in order to share knowledge and expertise.

Developing programs and coordinating with other agencies or community groups to assist those with cases in court in understanding the role, responsibilities, and limitations of the court and how its procedures affect them.

Coordinating judicial services needs with those of the other courts in the county and region.

**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, JOB SKILLS AND ABILITIES:**

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

Education: Bachelor's degree

Experience: Three years or more of management experience in a public or private organization, OR

Experience: One year or more of management or supervisory experience and two years or more of working in a judicial setting or a legal setting above entry level, OR

Three years or more working in a judicial setting.

Note: Additional experience as defined above may be substituted for the bachelor's degree on a six months for a semester basis. An associate's degree may be substituted for up to two years of the bachelor's degree. A Juris Doctor, or a masters degree in public or business administration or its equivalent may be substituted for up to two years of the experience requirement.