

VERMONT JUDICIAL BRANCH

ENVIRONMENTAL CASE MANAGER

Court: Environmental

Supervisor: Court Manager

Job Code: 98510J

Exempt/Non-exempt: Non-exempt

Pay Grade: 24

Union Eligible: Y

PURPOSE:

This position involves professional, administrative, problem solving and customer service work in Environmental Court. This person will assist litigants to understand and participate in the judicial process and will assist the judges by ensuring that litigants, both represented and unrepresented, and cases are prepared for hearing. A major part of this person's work will be to help litigants identify issues to be resolved, and facilitate the exchange of information, discussion and resolution of issues presented. This position is supervised by the Environmental Court Manager with ongoing direction provided by the judges of the Environmental Court.

ESSENTIAL JOB FUNCTIONS:

- Conducts pretrial conferences on matters pending before the court to facilitate settlement in cases where there is substantial agreement and to narrow the issues for hearing where there is not.
- Ensures that all persons involved in an action understand the court process and their responsibilities for pretrial preparation.
- Ensures that all information exchange needed prior to the hearing is set out in a pretrial scheduling order, to be issued by the Judge, and monitors whether deadlines in pretrial orders are met .
- Provides Court Manager with results from pretrial conferences, facilitates scheduling of conferences and merits hearings, compiles case flow statistics and performs related duties as necessary.
- Drafts discovery schedules for the court's incorporation into pretrial orders, to assist the parties in organizing and exchanging information before hearings, identifying discovery issues and encouraging the parties to agree on evidentiary issues.
- Maintains an understanding and working knowledge of the various statutes, administrative policies, guidelines, and rules and procedures related to environmental court operations.
- Works with the judge to arrange alternative dispute resolution where appropriate.
- Maintains effective working relationships with judicial officers, the legal profession and co-workers.

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 Environmental Court.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

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

Education: Bachelor's Degree

Experience: Two years or more in a judicial or quasi-judicial setting, or in a legal setting above entry level

or

Two years at or above a technical or professional level in planning and zoning, civil engineering, architecture, land use planning or a related field, or mediation.

Graduate work in law (including paralegal studies), engineering, planning, architecture or a related field may be substituted for up to one year of experience on a semester for six months basis. Completion of a one-year program in mediation may be substituted for six months of experience.

- Ability to work independently and effectively under time and workload demands.
- Ability to exercise good judgment, tact and courtesy in dealing with people.
- Ability to identify, analyze and resolve problems effectively.
- Ability to communicate effectively, both oral and written.

WORK ENVIRONMENT:

Duties are performed primarily in a standard office setting within the Environmental Court. Duties normally occur within a regular weekday schedule, however, this person may be required to work in the evening and on weekends to keep current with the work. Some travel may be necessary, for which private transportation must be available. Stressful interaction with upset or emotional litigants may occur. Workload may frequently be heavy.

P:jobspecs.union/env.case.mgr.jobspec04

Source: New (2004)