

**VERMONT JUDICIAL BRANCH**

**FAMILY COURT MANAGER**

<b>Court:</b> Family 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 service work, including the responsibility for planning, scheduling and supervising the administrative functions of Family Court. Work is performed with considerable latitude for the exercise of independent judgment under the guidance of statutory and administrative policies, the rules and procedures relating to Family Court operation, and the policies of the court's presiding judge.

**ESSENTIAL JOB FUNCTIONS:**

Works with the presiding judge and magistrate of the Family Court to manage the scheduling of cases coming before the court.  
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.  
Supervises paid and volunteer court personnel.  
Ensures the maintenance of accurate court records and the timely preparation and distribution of court documents such as notices of decision and court orders.  
Ensures the provision of courteous and professional assistance to litigants and attorneys who use the court, and representing the Court in maintaining effective working relationships with attorneys, law enforcement officials, and related public and social service agencies.  
Attends meetings of court managers and serves on committees in order to share knowledge and expertise and continually strives to improve the operation of the courts on a county, regional, and statewide basis.

**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: High school graduation

Experience: Five years of work experience, including two in supervision or office management, or in a legal or judicial setting.

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

OR

A Bachelor's Degree with a major in a related field plus one year of experience at a supervisory or office management nature, or in a judicial or legal setting.