

VERMONT JUDICIAL BRANCH

JUDICIAL BUREAU COMPLIANCE OFFICER

Court: Judicial Bureau
Job Code: 97640J
Pay Grade: 20

Supervisor: Court Manager
Exempt/Non-exempt: N
Union Eligible: Y

PURPOSE:

Fine collection work at a technical level for the Judicial Bureau working out of Burlington Vermont. 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. Work is performed under the supervision of the Judicial Bureau Manager.

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.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform related duties as required.

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.