

VERMONT JUDICIAL BRANCH
MANAGER, JUDICIAL BUREAU

Court: Judicial Bureau	Supervisor: Court Administrator
Job Code: 97110J	Exempt/Non-exempt: Exempt
Pay Grade: 97	Union Eligible: N

PURPOSE:

Administrative and supervisory responsibilities over the high volume centralized clerical processing of all traffic tickets issued in the State of Vermont. Work requires in-depth knowledge of pertinent Vermont Statutes and administrative/personnel procedures. Work is performed with considerable independence of action. Supervision is exercised over a staff of clerical employees.

ESSENTIAL JOB FUNCTIONS:

\$ Administers the established policies and procedures for processing a variety of traffic tickets issued throughout the State.

\$ Supervises clerical staff by assigning work, coordinating workload, reviewing work, assuring completion of daily assignments, training, evaluating performance and complicated issues that surface from the general public, the courts, the attorneys and law enforcement staff. This requires researching statutes, as appropriate.

\$ Prepares and signs correspondence that cannot be answered with a form letter.

\$ Assures maintenance of accurate records, financial and statistical.

\$ Develops and/or recommends changes to improve clerical procedures used in the Judicial Bureau and the Courts.

\$ Prepares a variety of recurring and special reports.

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.