

**VERMONT JUDICIAL BRANCH**

**JUDICIAL BUREAU SCHEDULING CLERK**

**Court:** Judicial Bureau

**Supervisor:** Director, Judicial Bureau

**Job Code:** 93790J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 17

**Union Eligible:** Y

**PURPOSE:**

Manage statewide scheduling for four dockets: traffic, municipal, fish/game and tobacco.

**ESSENTIAL JOB FUNCTIONS:**

- Allocates judge time for 16 court locations based on the pending caseload for each location
- Obtains courtroom space.
- Negotiates with court managers for courtroom space.
- Prepares monthly calendars and update as changes occur; track cases for continuance.
- Coordinates telephone hearings.
- Makes contact with attorneys and assistant judges throughout the state.
- Coordinates per diem court officers and arranges for payment.
- Provides expense sheets to acting hearing officers and ensures processing for payment.

**MINIMUM QUALIFICATIONS:**

**Education:** High School graduation or equivalent.

**Experience:** Three years of clerical or secretarial experience.

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