

## VERMONT JUDICIAL BRANCH

### SCHEDULING CLERK (Trial Court)

**Court:** District, Family

**Supervisor:** Court Manager

**Job Code:** 96050J

**Exempt/Non-exempt:** N

**Pay Grade:** 16

**Union Eligible:** Y

#### **PURPOSE:**

This is responsible work involving the management of schedules and information for the timely disposition of cases before the court.

#### **ESSENTIAL JOB FUNCTIONS:**

- Primary responsibility for the criminal, civil suspension and fugitive dockets including computer entry.
- Frequent contact with files and communication with the parties and the judge regarding the progress and needs of each case.
- Prepares daily schedule with aid of computer docketing system.
- Prepares and distributes advance schedules to all parties, including calendar call and jury drawing lists.
- Updates motion reaction forms and orders from the judge and schedules necessary hearings.
- Computer operator and court recorder for resolution conferences, calendar calls, and other hearings, as required.
- Creates court master schedule by setting hearing blocks balancing time requirements for motion hearings, trials, criminal miscellaneous and all other types of hearings.
- Adds motions and responses onto computer and presents to the judge.
- Prepares and reviews docket management 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 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.

- Basic knowledge of office procedures and ability to operate office equipment such as computer, FAX, copier, and calculator.
- Computer literacy with emphasis on data entry, word processing and maintaining record systems.
- Knowledge of English grammar, usage and spelling.
- Ability to learn legal terminology and procedure as applied to the Vermont Judicial Bureau.
- Ability to establish and maintain effective working relationships.
- Ability to keyboard accurately at a corrected rate of 35 words per minute.
- Ability to handle telephone callers who may have issues, and the ability to respond in a confidential, sensitive and considerate manner.
- Ability to concentrate and pay close attention to detail. Basic knowledge of office procedures and ability to operate office equipment such as computer, FAX, copier, and calculator.
- Computer literacy with emphasis on data entry, word processing and maintaining record systems.
- Knowledge of English grammar, usage and spelling.
- Ability to learn legal terminology and procedure as applied to the Vermont Judicial Bureau.
- Ability to establish and maintain effective working relationships.
- Ability to keyboard accurately at a corrected rate of 35 words per minute.
- Ability to handle telephone callers who may have issues, and the ability to respond in a confidential, sensitive and considerate manner.
- Ability to concentrate and pay close attention to detail.

Source: Classification Review (1998)