

VERMONT JUDICIAL BRANCH

SENIOR STAFF ATTORNEY

Court: Supreme Court	Supervisor: Chief Staff Attorney
Job Code: 97170J	Exempt/Non-exempt: Exempt
Pay Grade: 97	Union Eligible: N

PURPOSE:

Responsible for the legal research and opinion drafting on the more complex matters that come before the Court, as assigned. In addition to the duties and responsibilities of a Staff Attorney, provide support to various committees which review the operations of the Judicial Branch.

ESSENTIAL JOB FUNCTIONS:

Monitors, evaluates, and suggests modifications to the operating systems, rules and procedures of the Court.
Provides legal counsel to the Court Administrator, including research and writing on legal issues encountered in the daily operations.
Responsible for legal research and opinions drafting, often on the unique or unprecedented matters that come before the Court, as assigned.
Prepares memoranda summarizing the issues in cases that may be appropriate for expedited handling by the Court.
After hearing cases, drafts decision using shore decision format.
Edits or revises opinions drafted by a Law Clerk as necessary.
Researches and writes memoranda on motions for reargument and other issues, recommending the Court's response to the motion.
Duties may include any of the administrative or expediting functions assigned to Supreme Court Staff Attorneys
Duties may include tracking and ensuring that the Court responds rapidly to cases involving Termination of Parental Rights and Children in Need of Care or Supervision.
Recruits, screens, trains and has administrative supervision of the Court's Law Clerks.
Follows up with one or more Justices to try to resolve the source of the delay when a decision on a case is not reached within the usual time frame.
Conducts telephone conferences with the parties to a case to try to resolve procedural disputes or assist in settlements prior to a hearing before the Court.

OTHER DUTIES AND RESPONSIBILITIES:

Performs related duties as required.

This job description provides 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.