

VERMONT JUDICIAL BRANCH

SUPERIOR COURT CLERK

Court: Superior Court	Supervisor: Assistant Judges
Job Code: 90990J (code changes with each court)	Exempt/Non-exempt: Exempt
Pay Grade: 97	Union Eligible: N

PURPOSE:

This position involves managerial, administrative, supervisory, and public relations work for both the county and the Superior Court. County functions include elections, commissions, juror selection and summoning, and budgeting. The Superior Court has jurisdiction over civil cases, small claims appeals, ejectments, and foreclosures. Work is performed with considerable latitude for the exercise of independent judgment and initiative under the guidance of statutory and administrative policies, the rules and procedures relating to Superior Court operations, and the policies of the court's judicial officers. This is an appointed position.

ESSENTIAL JOB FUNCTIONS:

Works with the judicial officers of the Superior Court to manage the caseload of the court, ensuring that cases are given judicial attention within the time frames established by statutes and rules and according to agreed upon priorities.
Manages the court and county functions to make the best use of available resources.
Prepares and manages the court's budgets and routine statistical, financial, and management information.
Recruits, hires, trains, and supervises county court employees.
Schedules court officers and court reporters.
Manages the selection, summoning, scheduling and payment of jurors.
Manages the use of appropriate technology for court functions (e.g., audio and video recording of court proceedings, automated docketing systems).
Ensures the maintenance of accurate court records and the timely preparation and distribution of court documents such as notices of decision and court orders.
Ensures the provision of courteous and professional assistance to all who use the court, and representing the Court in maintaining effective working relationships with attorneys, jurors, law enforcement officials, representatives of the media, and related public and social service agencies.

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.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: High school education

Experience: Seven years of work experience, with four or more years in a judicial setting or in a legal setting above the entrance clerical level, or four years of supervisory or office management experience.

Note: College training may be substituted for all but the years of specialized work experience on a six months for semester basis. A bachelor's degree with a major in a related field may be substituted for the entire work experience requirement except for two of the years of the specialized experience.