

VERMONT JUDICIAL BRANCH
SUPREME COURT DOCKET CLERK

Court: Supreme Court	Supervisor: Deputy Clerk, Supreme Court
Job Code: 93890J	Exempt/Non-exempt: Non-exempt
Pay Grade: 18	Union Eligible: Y

PURPOSE:

Specialized clerical work involving the processing of matters before the Vermont Supreme Court. Work involves the application of varied clerical procedures surrounding the legal process, the exercise of independent judgment in solving work problems, and considerable discretion in dealing with judicial personnel and the public.

ESSENTIAL JOB FUNCTIONS:

- Processes new appeals received from administrative agencies, trial courts, probate courts and original jurisdiction proceedings.
- Assigns docket number, gathers pertinent information from originating court or agency, prepares card files, notifies trial court and parties of record of docket number and records entry fees.
- Records all mail received regarding matters before the court. Prepares entry orders for judge's signature.
- Advises parties and trial courts of outcomes of matters before the Court.
- Records all motions received. As cases are disposed, returns certified file to originating Court or agency.
- Prepares progress orders and hearing calendars and distributes to appropriate parties.
- Notifies parties when Court is missing necessary documents.
- Maintains statistics relating to Supreme Court activity. Monitors transcript orders.
- Serves as a receptionist for the Court.
- Assists in training law clerks in the procedures, operations, and rules of the Supreme Court.
- May supervise other Supreme Court personnel.
- Provides general office support to the Supreme Court and Court Administrator's Office which may include telephone and receptionist responsibilities.

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: Six years of clerical or secretarial work

General college training may be substituted for three of the six years of work experience.

College training with courses in legal secretarial, business education or an equally pertinent field may be substituted for the work experience on a year for year basis. Supervisory experience helpful.

Considerable knowledge of office practices, procedures, and equipment.
Considerable knowledge of English grammar, structure, usage, and spelling.
Familiarity with court functions and procedures.
Ability to learn legal terminology and procedure as applied to the court system in general.
Ability to master the legal and clerical processes pertaining to the Supreme Court system.
Ability to establish and maintain records and accounts.
Ability to work independently on difficult tasks and to conduct routine correspondence without need for regular review.
Ability to recognize and solve problems within the responsibilities of the position.
Ability to exercise good judgment, tact and courtesy in dealing with people.
Skill in using common office machines including computers.
Working knowledge of court and office priorities necessary for efficient case scheduling.
Working knowledge of the various types of cases within the Court= s jurisdiction.
Working knowledge of the functions and responsibilities of the Clerk= s position.
Ability to recognize and solve problems not requiring Clerk= s attention.
Ability to work effectively under time and workload deadlines.