

VERMONT JUDICIAL BRANCH

CASE FLOW COORDINATOR B

Court: Trial

Supervisor: Court Operations Manager

Job Code: 98010J

Exempt/Non-exempt: Non-exempt

Pay Grade: 20

Union Eligible: Yes

PURPOSE:

This position oversees the case flow operation as part of the Case flow/Scheduling Unit of the Criminal and Family Courts. It is supervised by the Court Operations Manager. 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 the Criminal and Family Court operations, and the policies of the courts' presiding judges.

ESSENTIAL JOB FUNCTIONS:

- Works with the managers and judicial officers of the 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 local procedures.
- Manages case flow to make the best use of the courts' resources.
- Works with the Scheduling Coordinator to ensure that available judicial resources are utilized to ensure that cases are disposed of within established time frame goals in all dockets, taking into account the need for time to conduct hearings to move cases toward disposition; and the need for time for judges to complete findings and review and sign paperwork.
- Ensures the maintenance of accurate court records and the timely preparation and distribution of court documents such as transport orders, notices of hearing, notices of decision and court orders.
- Monitors and tracks case flow through preparation, analysis, and distribution of pertinent case flow management reports.
- Coordinates domestic cases to ensure that cases that need judicial intervention get it, that all outstanding issues are identified, that discovery deadlines are scheduled and met, that parties are prepared at the time of final hearing, and that accurate time frames for hearing contested issues are provided to the scheduling team.
- Ensures the provision of courteous and professional assistance to all who use the court, and represent the court in maintaining effective working relationships with attorneys, jurors, law enforcement officials, representatives of the media, and related public and social service agencies.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

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 diploma or equivalent.

Experience: Two years or more in a judicial setting, or in a legal setting above entry level.

College training in a pertinent field may be substituted for the experience on a semester for six months basis.