

VERMONT JUDICIAL BRANCH

COURTROOM OPERATOR

Court: Trial Court

Supervisor: Court Operations Manager

Job Code: 98230J

Exempt/Non-exempt: Non-exempt

Pay Grade: 18

Union Eligible: Yes

PURPOSE:

Responsible for extensive specialized data entry in a courtroom setting, and for electronic recording of the proceedings.

ESSENTIAL JOB FUNCTIONS:

The employee may also be responsible for the complete case processing of cases in one or more areas of the courts' jurisdictions such as criminal or civil suspension. This will involve establishing and maintaining court records, files, accounts and statistics as required by each case. The abilities to keep accurate records and to perform data entry at a high rate of speed and process information in a public and stressful setting are essential to the position.

- This employee provides information and assistance regarding court schedules, policies, and legal procedures by letter, telephone or personal contact.
- There is considerable contact by mail, telephone or in person with involved parties and their lawyers to move cases through various stages to completion.
- The incumbent must be able to respond to the public on the phone and in person in a consistently helpful, friendly, and professional manner while functioning in a fast-paced, high pressure and challenging environment.
- This employee may accept and record fines and fees.
- 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 graduation or equivalent.

Experience: Two years of clerical or secretarial experience. Preference will be given to candidates with data entry experience and experience using Microsoft Office (Outlook, Excel, and Word) and Internet Explorer. College training may be substituted for the work experience on a year for year basis