

**VERMONT JUDICIAL BRANCH**

**DEPUTY CLERK II**

**Court:** Trial Court

**Supervisor:** Court Operations Manager

**Job Code:** 93570J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 19

**Union Eligible:** Yes

**PURPOSE:**

This position involves advanced clerical and technical work with supervisory and administrative responsibilities.

**ESSENTIAL JOB FUNCTIONS:**

- Scheduling and processing court cases.
- Supervision over other clerical staff required.
- Prepares and processes paperwork for various court dockets, schedules hearings, prepares orders, findings, and disposition orders.
- Sets misdemeanor bail.
- Receives fines, fees and bail and posts appropriate accounts.
- Performs tasks as required to insure good service to the public and efficient operation of the court.
- Provides technical assistance and procedural information to the public, as required.
- Issues oaths, signs court documents, supervises special projects and acts as general administrative aide to the COM and/or Judge as necessary.
- Manages court in the absence of the Manager.
- Recommends changes to improve clerical procedures used in the Criminal Court System.
- Electronically records hearings in the courtroom.
- Assists litigants, attorneys and other court users.
- 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: Five years of clerical or secretarial work, one in a legal or judicial setting. College may be substituted for all but one year of experience on a year-for-year basis. A Bachelor's Degree with a major in a related field may be substituted for the total experience requirement.