

VERMONT JUDICIAL BRANCH

DOCKET CLERK A

Court: All Divisions

Supervisor: Court Operations Manager

Job Code: 93730J

Exempt/Non-exempt: Non-exempt

Pay Grade: 14

Union Eligible: Yes

PURPOSE:

Specialized clerical work involving one or more distinct docket areas within the court's jurisdiction. The specific activities performed may differ among positions, but where work is more repetitive, there is added responsibility for handling a total process and/or accounting for significant sums of money. Work involves the application of varied clerical procedures surrounding the legal process and the exercise of independent judgment in solving work problems. Work is performed within the framework of established procedures. Work is performed under the general supervision of the Court Operations Manager and may involve liaison with the presiding judge, attorneys, other professional persons or agencies, and the public.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the complete processing of cases in one or more areas of court's jurisdiction, e.g., civil UIFSA, juvenile, etc.
- Establishes and maintains court records, files, accounts and statistics as required by each case.
- May have considerable contact by mail, telephone or in person with involved parties and their lawyers in order to move case through various stages to completion.
- Accepts and records fines and fees. Provides information and assistance regarding court schedule, policies, and legal procedures, by letter and telephone and personal contact.
- May arrange for accepting delayed or time payments of fines.
- May occasionally go into court to take notes for use in processing cases.
- May occasionally take and transcribe dictation.
- May act as fiscal clerk involving the maintenance of office accounts, including posting to separate accounts, paying jurors, preparing bank deposits, reconciling accounts, preparing quarterly reports, making UIFSA payments, etc.
- 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

Experience: Two years of clerical or secretarial experience

College training may be substituted for the work experience on a year for year basis

- Considerable knowledge of office practices, procedures and equipment.
- Considerable knowledge of English grammar, structure, usage and spelling.
- 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 area(s) of assigned caseload.
- Ability to establish and maintain basic fiscal records and accounts.
- Ability to work independently on difficult tasks and to conduct correspondence without need for regular review.
- Ability to recognize and solve problems not requiring higher level attention.
- Ability to exercise good judgment, tact and courtesy in dealing with people.
- Skill in using common office machines.
- Ability to deal with the public in a diplomatic and decisive manner.
- Ability to work under tight deadlines, heavy workload and considerable stress.