

VERMONT JUDICIAL BRANCH

DOCKET CLERK B

Court: All Divisions

Supervisor: Court Operations Manager

Job Code: 93720J

Exempt/Non-exempt: Non-Exempt

Pay Grade: 17

Union Eligible: Yes

PURPOSE:

Specialized clerical and data entry work involving one or more docket areas within a court's jurisdiction. Work involves the application of varied clerical procedures associated with the legal process and the exercise of independent judgment in solving work problems. Work is performed within the framework of established procedures. Occasional travel to other courts within the State of Vermont may be required and a private means of transportation is necessary. Travel will be reimbursed according to State policies.

ESSENTIAL JOB FUNCTIONS:

- Responsible for processing of the docketed cases, data entering pertinent information associated with each case.
- Shares in the responsibilities of court recording for the various dockets.
- Establishes and/or maintains electronic and other court records, files, accounts, and statistics as required for each case.
- Considerable contact by mail, email, telephone or in-person with involved parties and their attorneys in order to move cases through various stages to completion.
- Provides information and assistance to all customers of the court via telephone, mail, email or personal contact regarding court schedule, policies, and legal procedures.
- Ability 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.
- Accepts and records fines and fees including arranging to accept delayed or timed payment of fines.
- Record court proceedings and prepare related paperwork.
- Acts as fiscal clerk maintaining office accounts.
- 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:

Education: High School graduation or equivalent.

Experience: Two years of clerical, secretarial or data entry experience. Preference will be given to candidates with prior experience in a legal setting or mastery of office technology.

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