RECRUITMENT NOTICE

VERMONT COURT SYSTEM

Docket Clerk B – Information Center in Burlington
Application Deadline: Open until filled

A permanent full-time opening exists for a Docket Clerk B. The person who fills this position will be stationed in Burlington, Vermont. 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. This is a Judicial Branch position equivalent to pay grade 17. Job code #18044

Summary of Duties

This position involves 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. Work is performed under the supervision of Court Management and may involve liaison with the public, presiding judges, attorneys, law enforcement and other professional persons or 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.

Responsible for processing of the docketed cases, data entering pertinent information associated with each case. The employee in this position would share 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. May have 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 court procedures. 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. At times must be able to handle upset or difficult customers with tact and professionalism. Accepts and records fines and fees including arranging to accept delayed or timed payment of fines. May record court proceedings and prepare related paperwork. May act as fiscal clerk maintaining office accounts.

Salary
Starting salary is $16.66 per hour.

Minimum Requirements

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.

Benefits

* Twelve days of vacation and sick leave are earned per year.
* Eleven holidays are paid per year.
* Group life and medical insurance are available.
* Dental coverage is effective after six months.
* Membership in the Vermont State Employees Retirement System
* Long-term retirement investment plan available (457 Plans)

Applications must be detailed in all respects, particularly in such areas as school(s) attended, dates of attendance, degrees and courses of study, and work experience, with dates and major job duties performed. Applicants will be rated on training and experience.

Submission of Applications
Candidates shall submit a complete and up-to-date Judicial Branch Application and a resume to the following email address: jud.jobs@vermont.gov
Format E-mail subject line as follows: your name 18044 (example: Smith 18044)

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An electronic version of the Application can be found at: https://www.vermontjudiciary.org/employment-opportunities/staff-openings#application

Equal Opportunity Employer
Persons with disabilities who wish to apply and would like to request a reasonable accommodation to participate in any portion of the application or interview process should contact Human Resources directly.