

**VERMONT JUDICIAL BRANCH**

**JUVENILE DOCKET CASE SPECIALIST**

**Court:** Family

**Supervisor:** Court Operations Manager

**Job Code:** 98320J

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

**Pay Grade:** 17

**Union Eligible:** Yes

**PURPOSE:**

Specialized clerical work involving Juvenile Docket. Case management, conducting uncontested initial hearings and uncontested dispositional review conferences.

**ESSENTIAL JOB FUNCTIONS:**

- Conducts initial or preliminary Juvenile hearings.
- Tracks cases in the Juvenile Docket.
- Establishes and maintains court records, files, accounts and statistics as required by each case.
- Utilizes case management reports to assure timely movement through court system.
- Reviews cases to ensure they are on track and that statutes and judge's orders are followed.
- Checks with all parties on status of cases.
- Handles protective supervision docket.
- Assigns Guardian ad Litem if needed.
- Has considerable contact by mail, telephone or in person with involved parties and their lawyers in order to move cases through various stages to completion.
- May occasionally go into court to record proceedings.
- 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.

This job description provides 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.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

**Education:** High school diploma or equivalent.

**Experience:** Two years or more in a judicial setting, or in a legal setting above entry level. College training in a pertinent field may be substituted for the experience on a semester for six months basis.