RECRUITMENT NOTICE

VERMONT COURT SYSTEM

Permanent Family Case Manager

Application Deadline: Open until filled

A permanent full time opening exists for a Family Case Manager at the Franklin Family Court. The person who fills this position will be stationed in St. Albans, Vermont. Although duties normally occur within a regular weekday schedule, this person may be required to work in the evening and on weekends to assist litigants and to meet with community organizations. Recurring 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 a pay grade 23. Job code # 19054

Summary of Duties

This position involves professional, administrative, problem solving and customer service work. This person will assist litigants to understand the judicial process and provide direction in the completion of court documents. A major part of this person's work will be to help litigants identify issues to be resolved and facilitate the discussion and resolution of issues presented.

The person filling this position will assist the judge and magistrate by ensuring cases and/or litigants are prepared for hearing; ensure that the court is accessible to the pro se litigant; identify cases that require judicial attention; work with the judge to arrange alternative dispute resolution, evaluations, supervised parental contact and other services needed by families.

This person will conduct settlement or status conferences on child support, parentage, child contact matters and property and debt issues for divorce and civil unions. These conferences will facilitate settlement in cases where there is substantial agreement or narrow the issues for hearing where there is not.

The incumbent must maintain an understanding and working knowledge of the various statutes, administrative policies, rules and procedures related to family court operations, and must maintain an effective working relationship with members of the legal profession and social service agencies in the community.

This person will process cases, schedule cases, file court documents, docket their cases as needed, keep records of court proceedings, monitor statistics and perform related duties as necessary.

Work is performed with considerable latitude for the exercise of independent judgment and initiative while maintaining an effective and cooperative working relationship with the staff, clerk and judicial officers of the court. The position is supervised by the Court Operations Manager with ongoing direction provided by the judge and magistrates of the Family Court.

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.

Minimum Requirements

Education: Bachelor's Degree Preferred
Experience: Two years or more in a judicial or legal setting above entry level,

Graduate work in counseling or a related field may be substituted for the experience on a semester for six months basis. Completion of a one-year program in paralegal studies/mediation may be substituted for six months of experience.

Additional years of related judiciary experience, or experience as defined above may be substituted for a bachelor's degree on a semester for six months basis.

- Ability to work independently and effectively under time and workload demands.
- Ability to exercise good judgment, tact and courtesy in dealing with people.
- Ability to identify, analyze and resolve problems effectively.
- Ability to communicate effectively, both oral and written.

Salary
Minimum starting salary is $23.35 per hour. After completion of original probation, this position will be eligible for annual pay raises as enacted by the Vermont Legislature.

Benefits
- 12 days of vacation and sick leave are earned per year.
- 12 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.

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 19054 (example: Smith 19054)

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.