

RECRUITMENT NOTICE



VERMONT COURT SYSTEM

**Court Officer B – Statewide Unit
Limited Service (up to 24 months)
Full-time with benefits
Open until filled**

A limited service full-time opening exists for a Court Officer B for the Statewide Unit. The person who fills this position will be stationed in Montpelier, Vermont. Frequent 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 #21025

Job Description

The Court Officer primary responsibility is the security of a courtroom or court house. It is the officer's responsibility to assist in the orderly operation of the premises and to ensure the safety of the staff and users of the court. The officer provides general assistance to the judge by ensuring that business in the courtroom flows peacefully and orderly. Work is performed under the supervision of Court Management.

Summary of Duties

Performs security check of the facility, opens the courtroom and checks lights, heat, courtroom equipment and forms required and posts the daily schedule of all courts. Inspects cellblock and sallyport every morning to ensure that no contraband has been left overnight, turns on all lights. Provides security for the judge, staff and persons within the courtroom. Ensures that security arrangements, evacuation plans and emergency protocols are followed as the situation demands. Checks in persons scheduled for court, insures all persons have the proper paperwork, directs the persons due in court to the proper courtroom. Provides information on court schedules and proceedings to interested parties and ensures all parties are present in court prior to the entrance of the judge. Announces the opening of court, administers oaths to witnesses, enforces proper courtroom decorum and supervises seating arrangements. Takes temporary custody of prisoners and releases them to an officer of the appropriate law enforcement agency. Notifies Sheriff's office of a prisoner transport and maintains security of the individual until relieved. Escorts defendants to the clerk's office to pay fines. Responsible for the security and coordination of the jury, while in court, deliberating and if sequestered. Ensures all jury members enter the courthouse through the designated entrance and prevents contact with other persons. Serves papers as directed by the judge or court clerks. Performs office related tasks or assists in any court related business as directed. Conducts security checks of all floors throughout the day, responds to security problems at the customer service counter. Conducts weapon screening as needed. Performs security checks of the building at the close of the business day, checking lights, heat, air conditioning and locks. Ensures that the general public has left the building. Court officers may be assigned tasks, other than courtroom assignments, at the discretion of the Court Manager. Such assignments may include monitoring a specific area or person, performing office related tasks or assisting in any court related business as directed.

Minimum Qualifications

High School Graduation or GED and 2 years in a responsible position.

Salary

Starting salary is \$17.49 per hour. This employee will be eligible for longevity increases in accordance with the state step pay plan and across-the-board increases as enacted by the Vermont State Legislature.

Benefits

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

Submission of Applications

Candidates shall submit a complete and up-to-date Judicial Branch Application, to the following email address: jud.jobs@vermont.gov a resume included is optional.

Format E-mail subject line as follows: your name 21025 (example: Smith 21025)

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

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.