

# RECRUITMENT NOTICE

## COURT OFFICER B

A Permanent full-time opening exists for a Court Officer at the Chittenden District and Family Court. The person who fills this position will be stationed in Burlington, Vermont. This is an exempt Judicial position equivalent to pay grade 15.

### **Job Description**

The court officer primary responsibility is the security of a courtroom. It is the officer's responsibility to assist in the orderly operation of the courtroom 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.

### **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. Supervises security arrangements, evacuation plans and takes charge in emergency situations. 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 Chief Court Officer or 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

Two years of work experience involving security, or a profession that requires appearing in court e.g.: social worker, police officer, probation officer. Note: A valid drivers license is needed.

## **Salary**

Starting salary is \$10.16 per hour. This employee will be eligible for longevity increases in accordance with the State step pay plan and annual cost of living 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**

Applications and recruitment notices may be obtained from the Office of the Court Administrator at 109 State Street, Montpelier, VT 05609-0701 or Costello Courthouse, 32 Cherry St., Burlington, VT. 05401. All resumes must be accompanied by a completed Judicial Branch application. Applications must be received no later than October 1, 1999 at:

Office of the Court Administrator  
109 State Street  
Montpelier, VT 05609-0701  
Phone: 802-828-3278  
TTY: 802-828-3234

Equal Opportunity Employer