

## **RECRUITMENT NOTICE**



### **VERMONT COURT SYSTEM**

#### **JUDICIAL BUREAU HEARING OFFICER**

A full-time permanent opening exists for a Hearing Officer. Frequent travel to locations throughout the state will be required. Private means of transportation is necessary. Travel will be reimbursed according to reimbursement policies of the State of Vermont. This is an exempt, non-bargaining unit Judicial Branch position. Job Code #21034.

#### **PURPOSE:**

The Hearing Officer presides over all types of Judicial Bureau cases. The Judicial Bureau has statewide jurisdiction over civil violations. Police and other government agencies can decide to charge civil violations, including for example: traffic violations; municipal ordinance violations; fishing, hunting and trapping violations; alcohol and tobacco violations; burning and waste disposal violations; cruelty to animal violations; non-criminal marijuana violations. Responsibilities include working cooperatively with the Judicial Bureau Manager and the Chief Superior Judge.

#### **ESSENTIAL JOB FUNCTIONS:**

- Ensure that court proceedings are conducted in an atmosphere that makes litigants and lawyers feel welcome, ensures fairness and the perception of fairness, and treats court users and court staff with courtesy and respect.” Manage the flow of litigation and the pace of courtroom proceedings efficiently and effectively.
- This position entails the operation of various types of software and electronic equipment, and new equipment may be introduced at any time. Candidates should be comfortable with desktop computer applications and have basic proficiency with Microsoft Office in a Windows environment.
- Chair the Waiver Penalty Panel established by 4 V.S.A. § 1102(d).
- The Hearing Officer is held to established criteria and standards for judicial officers described in 4 V.S.A. 601 (d) which include, but are not limited to, such factors as integrity, legal knowledge and ability, judicial temperament, impartiality, health, experience, diligence, administrative and communicative skills, social consciousness, and public service. Consideration is given to the nature and extent of training, practice and experience. The Hearing Officer is subject to the disciplinary and administrative authority of the Supreme Court and the Chief Superior Judge, including the Code of Judicial Conduct. See 4 V.S.A. § 1104

**OTHER DUTIES AND RESPONSIBILITIES:**

- Perform related duties as required.

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

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

Must be licensed to practice law in the State of Vermont.

A minimum of five years' experience with Civil violations and related criminal law.

**SALARY**

The annual salary will be \$126,214.

**TOTAL COMPENSATION:**

- 80% state paid medical premium.
- Dental plan at no cost.
- Flexible Spending healthcare and childcare reimbursement accounts.
- Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan.
- Incentive-based Wellness Program.
- A generous leave plan.

**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](mailto:jud.jobs@vermont.gov)

Format E-mail subject line as follows: "your name 21034" (example: Smith 21034)

In your e-mail please refer to where you were informed of this recruitment notice

An electronic version of the Application 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.