

JURY COORDINATOR

Job Code	Pay Grade
18784	CL11

Nature of Work

This is specialized clerical and supervisory work coordinating the jury activities for the Clerk of the Circuit Court.

An employee in this class assists the Manager, Jury Services and the Assistant Manager to ensure the courts are supplied with adequate jurors in a timely manner. Work requires strong interpersonal skills working with the jurors, judiciary and other related agencies, either in person or on the phone, to ensure their needs and the needs of the courts are met.

Work requires exercising independent judgment and a high degree of coordination in assessing the needs of the judiciary and the Sheriff's office.

Independent work decisions are made based on experience and knowledge of departmental operations as well as laws, rules and regulations governing jury-related services, but the more difficult policy, procedural or legal questions are referred to a superior for decision.

Minimum Qualification Requirements

- 3 years secretarial/clerical experience, 2 of which were in legal or court procedures work and 2 of which involved use of personal computers and Windows based applications; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are all inclusive.)

- Determines the approximate number of jurors needed to summon for the various courts; orders summons; adjusts numbers of jurors as requested by the court.
- Coordinates the handling of juror excuse requests.
- Conducts juror orientation classes in any one of three trial court locations, as often as four times per week.
- Disperses the jurors for each court, making decisions based upon type and status of case; projects the approximate time jurors will be available to the court when recycling of jurors is required.
- Prepares juror attendance and payroll records; compiles and prepares daily, weekly and monthly reports.
- Provides personal and telephone information and service to jurors.
- Assists in supervising and training clerical support staff who provide support in the Jury Services Department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the laws, rules and regulations governing jury and court-related services.
- Knowledge of legal terminology, Business English, spelling and arithmetic.
- Knowledge of automated office procedures and practices.
- Knowledge of the principles of office management.

JURY COORDINATOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Skill in public speaking.
- Ability to maintain public relations in an effective, tactful and courteous manner.
- Ability to make decisions in accordance with laws and regulations and apply these to work problems.
- Ability to train support staff in the requirement of Jury Services Department.
- Ability to provide information correctly and concisely, both orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified