

MANAGER, JURY SERVICES

Job Code	Pay Grade
19100	150

Nature of Work

This is highly responsible supervisory work with extensive administrative and management responsibility in directing all activities necessary for the effective operation of the Self-Help Centers, Office of the Clerk of the Circuit Court. Work involves coordinating resources and programs which assist citizens in preparation of Florida Bar forms. This position will be responsible for operational planning and designing of procedures and the direction of subordinate supervisory personnel and clerical employees engaged in the performance of complex and technical activities in multiple court facilities. At this level, an exempt employee must exercise independent judgment and a high degree of coordination in assessing the needs of the judiciary and Sheriff's Office and producing a program to meet their needs. Work is performed under the general supervision of the Director, Court & Operational Services Division.

Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or a related field and 3 years office administrative experience which has included supervisory training or experience and court records experience; 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 not all inclusive.)

- Responsible for the organization, direction and coordination of the Jury Services Department of the Office of the Clerk of the Circuit Court.
- Plans, assigns and reviews the work of subordinate supervisory personnel and clerical employees engaged in the performance of complex procedures relating to functions of the Jury Services Department.
- Plans, designs and directs procedures necessary for implementation of laws, rules, and regulations governing jury services.
- Responsible for monitoring all computer activities including entry of data for jury payroll, summoning of jurors and the online jury inquiry system.
- Responsible for the administration of Personnel Rules and Regulations including performance reviews and standards and internal policies and procedures.
- Responsible for the design and preparation of reports, programs, and correspondence including budget preparation and training.
- Responsible for the accuracy and timeliness of both internal and external reports relating to jury services.
- Initiates and develops special projects as directed by the Director, Court & Operational Services Division.
- Maintains a liaison with judges, state attorney, public defender, law enforcement agencies, attorneys, and others in providing the assistance of the Jury Services Department.
- Responsible for the design, implementation and evaluation of juror programs; analyzing requirements; and determining goals, objectives and teaching methods to achieve the objectives of the department.
- Performs related work as assigned or required.

MANAGER, JURY SERVICES (continued)

Job Code	Pay Grade
19100	150

Knowledge, Skills, and Abilities

- Knowledge of all court practices and procedures, and legal requirements as related to departmental operation.
- Knowledge of the administrative and procedural regulations applicable to the organization of assignment.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Ability to apply computer applications and software.
- Ability to plan, organize, direct, and supervise the work of a large staff of subordinate supervisory personnel and clerical employees in a manner conducive to full performance and high morale.
- Ability to interpret laws, rules and regulations regarding circuit and county court areas as they relate to jury services.
- Ability to promote and maintain effective departmental and public relations.
- Ability to present oral and written comments and recommendations clearly and concisely.

For official use only

Revised	EEOC Code	Overtime Code
5/09	Officials & Managers	Exempt