



Jury Coordinator

Category: Classified
Pay Grade: C18
Job Code: 18784

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is specialized clerical work coordinating the jury activities for the Clerk of the Circuit Court. An employee in this class ensures 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 are met. Employees may act as a group leader over assigned court locations. Work requires exercising independent judgment and a high degree of coordination in assessing the needs of the judiciary. 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.

ESSENTIAL JOB FUNCTIONS (examples, not 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 the 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 training clerical support staff who provide support in the Jury Services Department.
- Performs related work as assigned or required.

QUALIFICATIONS

Education and Experience:

Two (2) years' clerical experience, and practical skills in the use of computer equipment, or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

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

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 math.
- Knowledge of automated office procedures and practices.

- Skilled in the application of quality customer service.
- 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 requirements of Jury Service.
- Ability to provide information correctly and concisely, both orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.