

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Jury Clerk, Lead
Job Code: 8787
Pay Grade: 34
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provides qualified prospective jurors for State and County grand jury panels and Superior, Justice, and Tucson City Courts petit jury panels.

ESSENTIAL FUNCTIONS:

- Opens and sorts incoming mail consisting of completed juror affidavit questionnaires and other correspondence from prospective jurors.
- Processes juror affidavit questionnaires and correspondence by entering and updating juror biographical data into jury software system, making determinations on juror qualifications and requests to be postponed and excused from jury service. Processes postponement and excusal requests, sorts and files processed paperwork. Performs quality checks on forms to be processed.
- Performs customer service duties by answering phones, greeting jurors in person, responding to questions and problems, processing the results in the jury software system, preparing routine correspondence, validating juror parking tickets, preparing and/or signing attendance certificates.
- Prepares daily jury trial calendars by entering jury trial data in jury software, coordinating with the calendaring department, judicial divisions, courtroom clerks, and court staff regarding juror panel sizes and special needs, assessing the number of jurors needed each day, updating the web site and juror recording line, and preparing calendar paperwork and juror lists.
- Inputs all jury-related statistical data regarding jurors and jury trials in jury software program, including relevant dates and times, individual juror dispositions; tracks trial progress each day and inputs trial outcome data. Prepares address lists of impaneled jurors, pays jurors for attendance, prepares daily and quarterly civil billing sheets, and prepares civil billing sheets.
- Staffs the jury assembly room and coordinates all jury assembly room activities and processing including scanning juror bar codes for attendance, handing out biographical forms, updating jurors' biographical and mileage request information in the jury software, drawing jury panels, preparing paperwork for each case. Provides general orientation to jurors, answering questions and dealing with juror-related problems, rescheduling jurors, validating jurors' parking tickets, tracking juror needs and tracking jurors' status.
- Prepares daily juror notice post cards and runs daily and monthly reports using a jury software program.
- Responds to requests from jurors regarding juror pay issues and interacts with Court and County Finance departments to resolve issues. Operates the jury pay software to print juror warrant reports and delivers jury pay data and reports to County Finance. Stuffs and mails juror warrants.
- Qualifies and processing grand jurors and grand jury panels.
- Provides work direction for coworkers and is available as a resource for questions and problem solving.
- Responds to inquiries and requests from judges, court staff, and the public, and initiates contact with information services or external vendor support when necessary, in the absence of the Jury Commissioner.
- Reviews jury clerks' timesheets for completion, approves and submits timesheets, in the absence of the Jury Commissioner.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Periodically assists with special jury-related projects such as administering and processing jury service surveys and preparing statistical reports.
- May provide input to the Jury Commissioner on the performance of other jury clerks.
- May individually work on and/or coordinate the efforts of others on special projects.
- May assist with interviewing and providing input on which interview candidate to hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of jury office practices and procedures in a professional office environment.
- Must have knowledge of business English, punctuation, grammar, and spelling.
- Must have knowledge of operating a computer and windows based computer software.
- Must have skills in operating various office machines, proofreading data, and making basic mathematical calculations. Possess the skills to operate Jury+ computer software.
- Must have the ability to type and edit various documents, file and maintain filing systems.
- Must have the ability to effectively communicate with others.

MINIMUM REQUIREMENTS:

Two years of clerical experience in a professional office environment performing such task as those in a jury office, working with computers in data entry and/or word processing, reception, message and/or mail delivery, filing, and using various office equipment. OR, any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position and reports to the Jury Commissioner. The Lead position performs job duties under general supervision and oversees and assists with the duties performed by other clerks. This position does not have supervisory responsibilities.

Date: 07/09/98

Revised: 07/01/03; 11/18/12; 09/08/13

Approved by:

Hiring Authority

Date

Director, Human Resources

Date