

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Jury Commissioner
Job Code: 8780
Pay Grade: 73
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Manages a staff of jury clerks and administers the Pima County Superior Court and Grand Jury systems and directs the summoning, selection, screening, orientation, and assignment of all petit and grand jurors in accordance with Arizona Revised Statutes.

ESSENTIAL FUNCTIONS:

- Manages court jury services by developing and implementing effective and efficient operating policies and procedures.
- Maintains Pima County's master jury list.
- Manages a staff of jury clerks and coordinates the selection, training and development, goal setting, counseling, and evaluation of the staff's performance.
- Coordinates with court bench and department heads on the application of new laws and jury administration policies.
- Directs the daily operations of summoning, qualifying, excusing, and postponing of jurors.
- Determines from the court calendar the number of jurors to call on a daily basis and develops best practices guidelines and emergency procedures to accommodate changes in the calendar.
- Administers the orientation of jurors. Manages the random assignment of jurors to trials and tracks daily juror utilization.
- Establishes and maintains automated and manual record-keeping procedures and maintains jury records as required by Arizona Revised Statutes.
- Maintains effective communication with judges, court personnel, attorneys, criminal justice agencies, the general public and prospective jurors.
- Develops and monitors the division budget for the Jury Commissioner's office.
- Authorizes the expenditure of payments for the jury service performed by jurors.
- Conducts and participates in special administrative and operational studies or projects.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Participates on various court committees when requested or appointed.
- Testifies in court on jury selection issues when required.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and practices of court operations, including the calendaring of cases and courtroom procedures.
- Must have knowledge of management and administrative responsibilities such as budgetary processes, goal setting, performance management, project management, planning and delivering jury services.
- Must have knowledge of Arizona Revised Statutes, Vol. 7, Title 21, related Supreme Court Promulgated Rules, and relevant laws and regulations as they apply to court operations.
- Must have skills in planning, coordinating, and evaluating complete jury service functions.
- Must have skills in operating a desktop computer and software to perform word processing, database administration, record keeping, preparation of reports, electronic communications and filing.
- Must have the ability to communicate effectively with a wide variety of employees including judges, judicial staff, court leadership and administration, attorneys and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree in business or public administration, or related field and five years of progressively responsible administrative experience, including two years of lead and/or supervisory experience.

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 an unclassified position that reports to the Superior Court Administrator. This position performs duties under limited supervision and directs the administrative support staff of the Jury Commissioner's office.

Date: 02/01/96

Revised: 03/07/05