

Champaign County Job Description

Job Title: Jury Clerk

Department: Circuit Court

Reports To: Court Administrator

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME Courts

Prepared Date: April, 2004

SUMMARY Performs a variety of clerical duties requiring independent judgment to enhance the efficient administration of the jury system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works with Petit Jurors and Grand Jurors. Instructs jurors as to their duties during their jury service. Works with jurors in arranging time off required during the jury term. Prioritizes excuses and sets jurors over to serve in another jury term if appropriate.

Prepares special and recurring departmental reports as to jury related issues by gathering data from various sources, compiling and typing data in appropriate reporting format. May prepare reports requiring routine mathematical calculations such as percentages.

May prepare correspondence and reports requiring the use of a personal computer and justice systems software.

Maintains a variety of logs and files of departmental information regarding Petit Jurors and Grand Jurors.

Works with the Jury Commission, Clerk of the Circuit Court, and Administrative Services in processing jurors.

Works directly with the Judges and the court staff in arranging to have jurors present for trials when needed.

Prepares a computer listing for the Auditor to compensate jurors.

Answers questions from attorneys, other office staff and the general public regarding jury issues.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES May assign, review and approve work of public service workers.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Knowledge, skill and mental development equivalent to completion of four years of high school including training in office equipment and computer software applications, and three years of responsible secretarial experience, or an acceptable equivalent combination of education and experience. Requires good knowledge of the operations of the criminal justice system.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions and procedure manuals. Ability to write routine reports and correspondence, ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

NOTE: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.