



Lorain County Common Pleas Court Position Description

Classification Title: Jury Commissioner

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Court Administration
Civil Service Status:	Unclassified	Division:	Common Pleas General Division

DISTINGUISHING JOB CHARACTERISTICS

The Jury Commissioner provides coordination of all aspects of juror usage in the Court and summoning potential jurors in compliance with statutory requirements. The Jury Commissioner must follow statutory requirements during the selection of prospective jurors. The position is responsible for quality control measures designed to avoid errors that may occur in the failure to monitor the need for prospective jurors and/or response rates, or entering data in the computer, resulting in inaccurate juror information, and responding to prospective juror questions. Insufficient or excessive numbers of jurors may cause delays in jury trials or inconvenience to jurors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

1. Supervising and coordinating the assignment of jurors to courtrooms;
2. Responding quickly and professionally to requests from Judges and court personnel;
3. Providing information to Court Administration to formulate the Court's budget and any other data regarding the use and summoning of jurors;
4. Submitting accurate data preparation and mailing of juror payments;
5. Ensuring that acceptable standards of departmental work are maintained and ensuring that the highest standards of customer service and public relations are provided to potential and serving jurors;
6. Managing and monitoring requests from potential jurors for exemptions, excuses and postponements from service;
7. Participating in and monitoring the selection of venires and the responses of potential jurors;
8. Establishing a jury panel on a regular basis and sending an Order to Appear for Jury Service and accompanying Juror Qualification Questionnaire to the prospective juror to determine eligibility for jury service;
9. Mailing Order to Appear for Jury Service and Juror Qualification Questionnaire in a timely manner so as to ensure adequate notice to potential jurors as well as providing a sufficient number of jurors for trials in order to comply with Ohio Code.
10. Initiating the Grand Jury process in cooperation with the Arraigning Judge and Prosecutor's office. Maintaining strict confidentiality during this process;
11. Maintaining confidential jury-related records, preventing unauthorized access to such information and ensuring the security and privacy of jury records;
12. Maintaining the jury calendar and addressing conflicts with Judges, court staff and attorneys;

13. Entering data into the computer and Jurymark juror management system and maintaining process records for year-end report and to maintain jury pool status and statistics;
14. Ensuring that the selection and use of jurors conforms to current legal standards;
15. Assisting with assembling the jurors for orientation and courtroom assignment;
16. Completing paperwork for dismissed jurors, greeting new jurors and reviewing the check in sheets daily to determine number of jurors present and absent;
17. Maintaining availability to jurors during business hours for assistance and to address questions and concerns;
18. Maintaining the reporting message line/website for jurors regarding the status of trials;
19. Maintaining a positive, helpful, constructive attitude and working relationship with court employees, elected officials, prospective jurors other agencies and the public;
20. Performing a variety of other related duties as required.

KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with judges, staff, other agencies and the public;
2. Ability to communicate effectively with persons who are reluctant to perform jury duty service;
3. Excellent organizational skills; ability to organize work, set priorities, and determine necessary resource requirements;
4. Knowledge of the scheduling system used in criminal and civil court;
5. Knowledge of jury selection process to comply with statutory requirements;
6. Ability to manage a large volume of work;
7. Proficiency in typing, data entry skills, Microsoft Office applications, and ability to work with custom software utilized by the Court and/or Jury Department;
8. Ability to prioritize work assignments, meet tight deadlines, work independently, often with limited supervision;
9. Ability to be flexible and adapt to change with minimal notice;
10. Attention to detail and accuracy with and the ability to understand and follow instructions;
11. Ability to work collaboratively in a team environment;
12. Ability to maintain sensitive and confidential information;
13. Excellent attendance is an expectation for this position;
14. Professional appearance and demeanor at all times.

EDUCATION AND EXPERIENCE

Minimum of a high school diploma and five years of satisfactory, verifiable work experience. Relevant work experience with juries or courts is preferred.

CONTACTS WITH OTHERS

Outside and inside contacts involving ordinary business dealings where improper handling may affect results, but where the next higher level of supervision is primarily responsible. Regular contacts; prospective jurors, Judges, Magistrates, other Court and the public.

CONFIDENTIAL DATA

Full and complete access of all confidential data, reports and material relative to the present and future overall operation of the Jury Service System.

Ability to maintain confidentiality and exercise extreme discretion. Work involves general access to non-public and public record organizational reports, records, plans and programs where considerable integrity is required to adequately safeguard the Court's relationship with the public.

WORKING CONDITIONS

This position requires working in a normal court environment with no unusual demands. Frequent contact is made with jurors to discuss jury duty or answer questions.

ANNUAL SALARY/WORK HOURS

The annual salary is \$18.82 to \$27.00 per hour. An attractive benefits package is offered, including medical, dental, vision, life insurance, a retirement plan, deferred compensation and leave time.

The normal hours of operation are 8:00 AM to 4:00 PM Monday through Friday. This position may require some work beyond normal work hours, including evenings or weekends (eg coming in early or staying late as needed)

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

ORC CHAPTER 2313.01 REQUIREMENT

Per ORC, successful candidate cannot be an attorney at law and must not be from the political party of the other currently serving jury commissioner. Voter registration is required and party must be declared. (For this posting, the preferred candidate must be from the Democratic Party)

APPLICATION/RESUME

Interested candidates should submit a resume and cover letter to Court Administrator Sherry Clouser at sclouser@loraincounty.us.