Champaign County Job Description

Job Title: Jury Coordinator
Department: Circuit Court
Reports To: Court Administrator
FLSA Status: Non-Exempt
Employment Status: Non-Bargaining
Pay Grade: F
Prepared Date: December 2020

Summary

The Jury Coordinator manages and coordinates the jury system for Champaign County to provide complete, representative juries for jury trials.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Directs all communication with petit jurors and grand jurors as needed.
    - Instructs jurors as to the duties during the jury service.
    - Works with jurors in arranging time off required during the jury term.
    - Prioritizes excuses and reschedules jurors in arranging time off required during the jury term.
    - Coordinates all correspondence with potential jurors.
- Prepares and mails all juror questionnaires, maintaining an accurate database of all eligible jurors in Champaign County and works with the Executive Assistant to the Circuit Clerk to communicate the number of jurors to be summoned each jury term.
- Works closely with the Circuit Clerk to coordinate outreach efforts to the community, educating the general public about jury service, and encouraging a greater participation rate.
- Prepares special and recurring departmental reports as to jury related issues by gather data from various sources, compiling data, and producing reports in appropriate format.
    - May prepare reports requiring routine mathematical calculations such as percentages.
- Maintains a variety of logs and files of departmental information regarding petit jurors and grand jurors.

- Works with the Jury Commission, Circuit Clerk, and Administrative Services in processing jurors.
- Works directly with the judges and court staff in arranging to have jurors present for trials when needed.
- Prepares a computer listing for the Auditor to compensate jurors.
- Answer questions from attorneys, other office staff, and the general public regarding jury issues.

Supervisory Responsibilities

- May supervise up to two (2) part-time jury clerks.

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 Experience

- Knowledge skill, and mental development equivalent to completion of four (4) years of high school including training in office equipment and computer software applications, and one (1) to three (3) years of responsible secretarial experience -or- an acceptable equivalent combination of education and experience.
- (Required) Good knowledge 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 routing reports and correspondence, ability to speak effectively with the public and employees of the organization.
- 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, and 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.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Stand.
- Walk.
- Lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- Normal office conditions.
- The noise level in the work environment is usually quiet.

Notice

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 essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.