



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Jury Supervisor</u>	<b>NEW:</b> <u>    </u>	<b>REVISED:</b> <u>X</u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Court Administrator</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>03/2017</u>
<b>DEPARTMENT:</b> <u>Alternative Sentencing</u>	<b>JOB CODE:</b> <u>605</u>	

### **SUMMARY:**

Under general supervision, the Jury Supervisor coordinates and maintains all duties involved in all phases of the jury management process for the 13<sup>th</sup> Judicial Circuit.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs a variety of legal office support work; prepares letters, correspondence, forms and other documents; receives, sorts, processes and distributes incoming mail; maintains copies of documents; operates computers, maintains, monitors and updates files and databases; generates computer reports; performs word processing; operates office equipment; assists public as needed; answers division phone lines and e-mail and directs inquiries to the appropriate staff.

Supervises part-time court security aide; assigns and distributes work as needed; assists in training.

Develops, maintains, and updates a master list of potential jurors through a juror database; mails qualification questionnaires bi-monthly for Boone County and quarterly for Callaway County; processes returned juror questionnaires by entering in court software programs and filing.

Prepares minutes for weekly jury pool; evaluates the number of cases listed and determines number of jurors needed; generates jury list from the court software program, pulls the applicable jury questionnaires and enters mileage information; prints and mails summons and in order to notify prospective jurors of service; reviews and approves requests for postponement of service and requests to be excused from jury duty; sends notification cards to jurors who are excused, deferred, or denied.

Scans juror questionnaires for trials scheduled for the next week; sends reminder cards to jurors who have not returned their questionnaire; checks scanned documents for accuracy and saves information; prepares and distributes information on disc form if requested by attorneys.

Prepares “Failure to Appear” notices to jurors who are absent from jury trials and reschedules juror to another week; prepares Show Cause orders for jurors who are absent a second time; prepares show cause orders for jurors who do not return their questionnaires.

Answers phone calls, messages, emails, and questions from jurors and the public; orients jurors to court and trial procedures; answers juror’s questions regarding hours, pay, results of being chosen for jury selection; answers inquiries from jurors regarding requests to be excused or deferred; maintains a list of and responds to juror’s inquiries to replace lost or undelivered questionnaires.

Prepares information for jury trials; enters jurors who are selected to hear cases into the court software programs; generates list of jurors and prepares the voir dire book for the judge; checks in jurors before the trial; prepares and distributes seating charts; keeps track of the number of days of each trial and enters jurors’ attendance each day; prints jury cost bills for each day.

Prepares state and local billing reports prepares payment for jurors following jury trials; runs cost bills and prepares accounts payable reports; submits accounts payable report to the Boone County Treasurer's Office for payment; prepares Statement of Jury Trial Costs and submits to circuit clerk & budget administrator; creates an annual reports.

Maintains and updates Jury Manual and Procedures as needed; maintains inventory of juror forms for Boone and Callaway County and orders forms as necessary; monitors legislation for changes to statutes for governing jury trials; destroys records pursuant to Supreme Court Order as needed.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of personal computers and standard software applications related to legal support work.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Knowledge of legal processes and terminology.
5. Knowledge of the criminal justice system in the State of Missouri.
6. Skill in reading and preparing legal documents.
7. Skill in mathematics sufficient to accurately calculate numbers and perform calculations using addition, subtraction, multiplication and division.
8. Skill in discretion and maintaining confidential information.

9. Skill in the ability to work well with other employees, court professionals and the public.
10. Advanced skill in application of state and federal guidelines, rules and statutes to perform essential functions of position.
11. Ability to work independently and follow instructions.
12. Ability to maintain a high level of accuracy and attention to detail.
13. Ability to multi-task.
14. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
15. Ability to communicate effectively in varying situations with varying personalities.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent, plus two years clerical or office management experience.

**PREFERRED QUALIFICATIONS:**

Bachelor's Degree in Criminal Justice or related field. One year experience in the criminal justice or legal field.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*