

**INGHAM COUNTY  
JOB DESCRIPTION**

**JURY COORDINATOR**

**General Summary:**

Under the supervision of the Deputy Court Administrator of the General Trial Division, oversees the jury system to ensure compliance with all pertinent statutes, court rules, plans and procedures concerning jury duty in the Circuit, District and Probate Courts of Ingham County. Ensures that the selection of jurors is proper, efficient, and random through use of software used by county. In addition, prepares a report to analyze a fiscal measure assuring the proper utilization of jurors is employed by all the courts. Summons jurors so they are available for jury trials as needed by the courts. Adds prospective jurors to the data base, determines eligibility for excusal or postponement, issues summonses, handles complaints, and responds to inquiries on the jury system and requirements.

**Essential Functions:**

1. Receives names from the Secretary of State of people in the county qualified to be jurors, and enters juror data to the existing mainframe data base of potential jurors. Generates reports from the database.
2. Throughout the juror service year, prepares prints and mails a large number of Qualification Questionnaires to prospective jurors. Responds to questions and concerns from prospective jurors, attorneys, family members, employers and others as a result of the questionnaire and explains jury duty.
3. Arranges for meetings of the Jury Board, and provides assistance to them such as making room arrangements, sending notices of determinations and various other support functions. Prepares meeting agendas and records and prepares minutes of meetings.
4. Arranges for, attends, and facilitates quarterly meetings of the Jury Clerks for the 54A, 54B, and 55<sup>th</sup> District Courts and the 30<sup>th</sup> Circuit Court.
5. Pulls a random list of potential jurors and mails summonses. Responds to requests from prospective jurors to be excused or serve at a particular time. Determines juror eligibility for excusal or postponement following set procedures and guidelines from the courts. As authorized by the court, grants requests to have time of jury duty changed.
6. Contacts County vendors and orders paper, forms and other office supplies and data processing supplies.
7. Supervises part-time summer employees, includes planning and organizing work, assigning and reviewing work and assisting and instructing employees in their work. Participates in the interviewing of employment candidates.

8. Compiles necessary information, and produces annual reports analyzing all aspects of the jury system and the courts juror utilization procedures. Sets-up and produces a variety of materials utilizing a variety of word processing, spreadsheet and graphic/presentation software packages.
9. Establishes and maintains filing system and various confidential jurors records and prepares processes.

**Other functions:**

None Listed

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform)*

**Employment Qualifications:**

**Education:** The job requires knowledge of a specialized area requiring advanced training such as that acquired in the first two or three years of college or equivalent work experience. Associates Degree in Business Management, Computer Information Systems, General Business, Criminal Justice or Paralegal Technology preferred.

**Experience:**

3 years experience in a legal setting.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Other Requirements:**

Thorough knowledge of the Michigan court systems, jury procedures and all applicable statutes, Court rules, procedures and policies concerning jury duty

Knowledge of legal terminology

Knowledge of clerical methods and procedures used in keeping fiscal accounts and records

Ability to communicate effectively both orally and in writing

Ability to make decisions in accordance with laws, ordinances, regulations and policies

Ability to prepare and maintain accurate records through understanding business math and business English

Ability to work effectively with various Court officials and the general public.

**Physical Requirements:**

Ability to enter and retrieve information from a computer

Ability to sit for long periods of time

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)*

**Working Conditions:**

Works in office environment

