

**INGHAM COUNTY  
JOB DESCRIPTION**

**JURY CLERK - CIRCUIT COURT**

**General Summary:**

Under the supervision of the Deputy Court Administrator/General Trial Division, serves as the Jury Clerk for the General Trial Division and the Family Division of the Circuit Court. Includes answering inquiries of jurors regarding jury service and related procedures; responding to requests from prospective jurors to be excused or to serve at a particular time; preparing list of eligible jurors; conducting juror orientation; preparing per diem and mileage checks; preparing no show letters and show cause orders for non-appearance; and preparing telephone message daily instructing summoned jurors.

**Essential Functions:**

1. Determines number of jurors needed for voir dire based on judicial requests and court recycling process.
2. Provides daily reporting instructions to jurors summoned to appear for General Trial Division and Family Division jury trials at the Mason and Lansing locations.
3. Scans reporting jurors into the ACS Juror management System and then presents an orientation to those jurors which cover the topics of parking, pay, employer verification forms, etc.
4. Generates lists and bioforms for Judicial staff and parties.
5. Responds to all forms of communication (e-mail, mail, walk-ins, and phone)
6. Prepares and processes jury payroll.
7. Performs data entry of jury information into ACS Juror Management System.
8. Drafts employer verification forms for jurors.
9. Identifies jurors eligible for failure to appear procedures. Acts as liaison between the Jury Judge and County Counsel in preparing for show cause hearings, and testifies at hearings.
10. Maintains schedule of jury assembly room usage.
11. Compiles juror data for semi-annual Jury Reimbursement Report to the State Court Administrative Office.
12. Prepares the annual Mason and Lansing location pool order for Chief Judge's signature.

**Other Functions:**

1. Performs other duties as directed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** High school graduation or equivalent. Preference given for some additional coursework related to court administration, criminal justice, data processing and related areas.

**Experience:** Two years of experience in a court, law office or other legal setting.

**Other Requirements:**

*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.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to lift and/or move books, files, and boxes of supplies weighing up to 25 lbs

**Working Conditions:** Works in office conditions.