

**INGHAM COUNTY
JOB DESCRIPTION**

JURY & TELEPHONE COORDINATOR

General Summary :

Under the supervision of the MIS Director, manages the jury system to summon jurors and have them available for the 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. Oversees the day-to-day administration of the County telephone system, includes procuring the equipment and overseeing installation and repairs and working in cooperation with vendor to add service or restore service when an outage occurs.

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 data base.
2. On a quarterly basis, 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, typing pay vouchers, and various other support functions. Prepares meeting agendas and records and prepares minutes of the meetings.
4. Processes department payroll using computerized finance system.
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's 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. Assists departments in planning telephone installations, setting-up voice-mail and call-forwarding systems, and overseeing the wiring and installation accommodating the switch.
7. Serves as contact for telephone equipment and service order requests and determines which vendor to be called. Procures telephones, headsets, pagers, speaker phones, cell phones, and repair services on equipment. Responds to telephone repair calls from

departments and follows through to resolution, contacting vendor or determining problem and resolving it. Schedules installations and repairs with appropriate vendor. Follows-up with department to ascertain proper completion of work.

8. Works from specifications in coordinating the installation for the County telephone lines, including additions, deletions, features and changes to existing services. Orders, tracks and follows-up on completion.
9. Develops and maintains County telephone directory and sends out to departments and counties.
10. Assists with the development and maintenance of the MIS Budget, includes entering figures and preparing spreadsheets under the guidelines of the MIS Director.
11. Purchases and maintains inventory of data processing/word processing and telephone supplies for distribution to departments. Prepares monthly billings to departments and outside agencies for data processing/word processing and telephone supplies.
12. Contacts County vendors, and orders paper, forms and other office supplies and data processing supplies.
13. 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.
14. Compiles necessary information, sets-up and types a variety of materials utilizing a variety of word processing, spreadsheet and graphic/presentation software packages.
15. Sets-up and maintains filing system and prepares, processes and maintains various confidential records.
16. Provides back-up to the Secretary/MIS Clerk in processing purchase orders for County departments for computer software, hardware and related equipment.
17. Provides back-up to the Secretary/MIS Clerk in processing bills for payment to vendors for services rendered.
18. Provides back-up support to MIS staff members as required.

Other Functions :

19. None listed.

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: Some college level coursework in telecommunications, data processing, accounting, and related areas.

Experience: Three years experience in an administrative support capacity with telecommunications systems and large scale recordkeeping systems experience. Prefer some experience in accounting or bookkeeping.

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 enter and retrieve information from a computer.
- Reaching and manipulating to adjust and operate equipment.
- Reaching, stooping, and crouching to install and check equipment.
- Ability to lift cartons of computer paper weighing up to 50 lbs.

Working Conditions:

Works in office conditions and travels to various locations throughout the County.