

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Jury Coordinator		
<b>Job Code:</b>	TC5300	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/25/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs oversight and coordination jury notification, selection and utilization activities for the Municipal Court. Performs a variety of administrative tasks in support of the court.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Oversees and coordinates jury notification, selection and utilization.
2. Maintains and updates jury notification files including citizen residence, last jury service date and employment status.
3. Receives requests from Court to research and assemble a jury for selected trials. Determines citizen eligibility to receive jury duty notices. Researches notification files to obtain pertinent jury duty information. Logs jury summons calendar.
4. Manages trial jury, which includes checking in jurors for possible trials, entering information into system on arrival, preparing courtroom paperwork and seating jurors.
5. Directs citizens to appropriate jury duty selection area upon arrival and instructs citizens regarding their responsibility to respond to specific questions.
6. Educates jurors regarding various court procedures, trial schedules and other pertinent information relevant to assigned trial.
7. Manages jury dismissal by Issuing juror certificates and parking vouchers.
8. Receives notices from citizens regarding unavailability for jury duty and documents notice received and reason for non-participation.
9. Reschedules jurors not attending scheduled duty.
10. Performs other duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Basic operations, services and activities of a jury notification and selection program.
  - Principles and practices of jury selection program development and implementation.
  - Basic operations, services and activities of a Municipal Court.
  - Methods and techniques of jury selection.
  - Modern office procedures, methods and equipment including computers.
  - Principles and procedures of record keeping.
  - Pertinent Federal, State and local laws, codes and safety regulations.
- **Skill in:**
  - Operate assigned equipment.
  - Multitasking.
  - Make observations.
  - Make sound decisions.
  - Use good judgment.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Coordinate and direct jury selection programs.
  - Recommend and implement goals and objectives for providing jury selection services.
  - Determine citizens eligible to participate on a jury.
  - Assemble a jury for selected trials.
  - Instruct citizens regarding their responsibility to respond to specific questions.
  - Interpret and explain jury policies and procedures.
  - Coordinate the scheduling and tracking of court cases.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

High School Diploma/GED supplemented by college-level course work in law, public administration or a related field and two years of increasingly responsible broad administrative experience including experience in coordinating jury selection activities.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.