

Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Court Services Representative / Jury Coordinator

Job Specifications			
Classification:	Non-Exempt	Department:	Court Services
Supervisor:	Court Services Supervisor/Manager	Location:	Fort Walton Beach
Salary Range:	NE-1	Schedule:	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	Revised By:	Chelsea Law

Job Summary:

The purpose of this position is to perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures and rules. Employees in this position ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management and payment of jurors for petit and/or grand juries; accurately report juror attendance for reporting purposes.

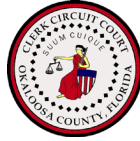
Employees in this classification may also be responsible for preparing cases and appropriate materials for evidentiary hearings, magistrate proceedings, and other proceedings; administering oaths; documenting events; taking/maintaining custody of evidence; docketing paperwork; calendaring/setting hearings; and other duties as assigned.

Essential Job Functions:

The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

Primary Functions:

- Provides support and assists jurors during jury services.
- Uses Jury Management System to prepare and mail summons notices and forms.
- Process juror payments.
- Process questionnaires and summons returned in the mail or through e-Response.
- Process and reply to requests to be deferred, excused or disqualified.
- Work closely with judicial staff to ensure the smooth operation of jury trials.
- Prepares monthly, quarterly, and annual reports as required
- Operates the court's JMS and e-Response component of JMS and other automated systems.



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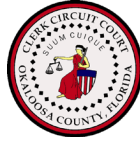
- Maintains and updates the inbound and outbound telephone calls through use of an interactive voice response system for summoned, trial and grand jurors.
- Ability to work overtime and weekends with little or no notice based on Judicial needs.

Secondary Functions:

- Prepares cases and materials for evidentiary hearings and other court proceedings; attends court hearings and magistrate proceedings; administers oaths; performs administrative and clerical duties during proceedings; docket paperwork received throughout the proceedings including verdicts; completes all necessary paperwork resulting from court hearings.
- Accurately and timely enters docketing and other required court information pursuant to guidelines for time standards into case maintenance system.
- Records actions in electronic court records.
- Accepts exhibits and prepares exhibit list; secures custody of evidence; verifies and accounts for each item.
- Maintains court calendars; manages setting of hearings.
- Maintains regular and punctual attendance.
- Maintains established organizational/departmental productivity standards.
- Complies with all company policies and procedures.

Minimum Required Qualifications:

- High School Diploma or GED
- Ability to communicate effectively in both oral and written form and possess the ability to follow complex oral and written instructions.
- Ability to work effectively both independently and with others.
- Knowledge of a wide range of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures, office equipment and terminology.
- Ability to learn and understand specialized information, including codes, rules, policies, procedures, forms and legal terms, and apply that knowledge in carrying out job assignments accurately and efficiently.
- Establish and maintain effective working relationships with judicial officers, Court and County employees.
- Maintain confidentiality of Court documents and records.
- Work in an environment that includes frequent interruptions and simultaneous detailed attention to multiple tasks.



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- Certain assignments may require the ability to frequently lift, carry, push/pull file boxes and other objects weighing 10 to 25 pounds and occasionally lift, carry, push/pull file boxes and other objects weighing over 25 pounds.

Key Competencies of Position:

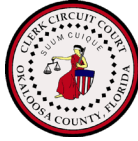
- **Adaptability & Flexibility** - Ability to react positively to changing business needs, conditions, and work responsibilities.
- **Attention to Detail & Accuracy** - Diligently attends to details and pursues quality in accomplishing tasks.
- **Stress Tolerance** - Maintains composure in highly stressful or adverse situations
- **Ethics & Integrity** - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Verbal Communication** - Able to express ideas clearly, concisely, and confidently, with content and style appropriate for the audience.
- **Written Communication** - Able to clearly express ideas in writing. Uses correct vocabulary, grammar, spelling and punctuation.

Court Services / Jury Coordinator Specialist	Salary Range: NE-2
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- Advanced knowledge of general office policies, procedures, and practices.
- Advanced knowledge of legal terminology and procedures.
- Ability to articulate current processes of department, why it is relevant, and how it is best broken down for training purposes.
- Relied upon when finding solutions to complex problems.
- Mastery of current job and ability to become subject experts.

Senior Court Services / Jury Coordinator Specialist	Salary Range: NE-3
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- Provides feedback on departmental processes, makes recommendations to improve and streamline processes.
- Relied upon when supervisor/manager is absent.
- Ability to use critical thinking skills to make decisions in new or unique scenarios ensuring they align with organizational objectives and values.
- Committed to service excellence and organizational progress.
- Support supervisor/manager with training other employees, work-flow planning, and onboarding new hires.
- Senior Specialists must agree to be a mentor for departmental new hires and have a completed mentor application on file.



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Physical Demands:

- Walking, standing, or sitting for extended periods of time at a computer terminal
- Professional and appropriate behavior for an office environment
- May require stooping and bending
- Must be able to lift 15 pounds

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.