

## **Washington County Jury Administrator Job Description**

**Exempt:** No  
**Department:** Circuit Clerk  
**Reports To:** Chief Deputy Clerk  
**Location:** Washington County Offices and Circuit Courts  
**Date Prepared:** May 04, 2016  
**Date Revised:**

### **GENERAL DESCRIPTION OF POSITION**

Under the direction of the Chief Deputy Clerk, the Jury Administrator is responsible for administering all jury activities, and must appear in Circuit Court in representation of the Clerk. This position must be filled by a person capable of learning specialized clerical skills, providing accurate service in a timely manner. They must also exhibit good public relations, as they will work directly with the six (6) Circuit Judges, judge's staff, attorneys, and a cross section of the citizens of Washington County. This person will be overseeing the deputy court clerks in assigning jury panels. This position must know rules, laws, policies and procedures of the Circuit Court and State of Arkansas that govern this position. Along with the Clerk they are responsible for many different aspects of the jury process. The Administrator will directly and indirectly work with approximately 5000 citizens annually. This position will also be responsible for but not limited to \$150,000.00 and the disbursement of these funds to various vendors and the direct payroll of jurors. This position is subject to audit annually, by the State Legislative Audit. This position would be reporting as required by law all financial reports to the Arkansas Administrative Office of the Courts. The Administrator would work closely with the Circuit Clerk, reporting and keeping her informed of all jury trials and all highly sensitive court matters. The Jury Administrator must represent the Circuit Clerk in a favorable government image at all times.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains a Master Jury list by digital format and hard copy for each of the four three-month sessions. This requires a randomly computerized down load of the Voter Registration files from the Secretary of State in Little Rock. Works from the appropriate Master list for the upcoming session in the preparation and printing of all 2000+ jury summons, questionnaires, envelopes, and printing of the mailing labels to be sent to the Sheriff for service upon each individual citizen summoned for jury duty. Also maintains the current session of jurors simultaneously until the end of their session.
2. Processes and keeps for official record all jurors' questionnaires. This requires data entry of their place of employment, along with personal contact information. Responsible for the protection of jurors address and telephone information by keeping it confidential along with the scanning of all returned questionnaires. Receives direction from the Circuit Judges when needing a jury to report. Obtains necessary information as to when and where to appear and how many jurors' are needed for the trial.

3. Generates a petit panel of jurors from the master session of qualified jurors. This process is by random selection of a computerized program specifically designed for the jury process. Oversees deputy court clerks in assigning jurors to be summoned for a specific trial. This is a summons performed by telephone contact by the deputies and all information is annotated such as how contact was made by either direct or message left. These call sheets are then kept as permanent record and added to the trial information.
4. Makes a master attendance list and pulls original questionnaires in coordination with list. Then makes copies as requested of this list for the judges' staff, court reporter, bailiff, and counsel/attorneys. Also, makes copies of or e-mails the non-confidential information for the attorneys involved in the case. Keeps for court records the signed oath from the attorneys stating that they will not share the information with outside parties. Receives notification from the Judge or his/her staff as to any excused jurors from a particular case.
5. Prepares all necessary court documents, such as trial coversheets, juror worksheets, seating charts, bailiff oath, and ensures that the court file is up to date with the most recently filed documents. Numbers 4-12 at times could involve multiple trial requests for the same day, as all of the Circuit Judges schedules includes jury trials. There are six courtrooms equipped to have this sort of trial. If more than one jury trial is scheduled for the same day, the Jury Administrator would meet directly with the Circuit Clerk to evaluate the special needs of each trial and assign trained staff accordingly.
6. The day of the trial he/she must be in the courtroom to set up a lap top computer and printer so that the jury program is ready to proceed upon entry of the Judge. Immediately before the trial the Administrator will take attendance of all present jurors and enter them into the jury program. He/she will check in with the Judge to make sure of any special procedures that need to be known. He/she will give the Judge information on any absentees, so that the Judge can proceed in holding them accountable.
7. Upon entry of the Circuit Judge the Administrator will swear the panel under oath to answer all questions asked by the Court. During the course of the jury selection process he/she will keep track of the Judges' excusal for cause and the attorneys' strikes of jurors so that the pool remaining is only the qualified jurors for this particular time. At the Circuit Judge's direction, he/she will randomly pull, with the aid of the jury program, a specific amount of jurors to be seated in the jury box for the selection of the final jurors. This process is handled differently depending upon it being a civil or criminal matter. It would be the Administrators responsibility to know the proper procedures according to the trial being held before the court.
8. Once a jury has been selected he/she, at the direction of the Circuit Judge, will swear the jurors under oath for this specific trial. He/she will track the activity of all trials so that each juror's attendance is properly entered into the jury program. This requires daily contact with the courts to ensure proper pay for the juror's attendance.
9. Where certain trials require special questionnaires, special voir dior or any type of special instructions the Administrator will work directly with the Circuit Clerk and the Circuit Judge over the matter. These types of trials usually will require the Administrator to be in court for an extended number of days and could result in longer worked hours

within the days. He/she will prepare the quarterly expense reports, detailing all expenses involved with each trial so that the county can be reimbursed for some of the expenses. This report is then submitted to the Administrative Office of the Courts for the reimbursement process.

10. He/she will be the direct contact person for the jurors who wish to be deferred to another session of service, request of those who need to be totally excused for medical reasons. He/she will then continue to be the contact person for the remaining 400 to 500 qualified juror's term of service to maintain their request for leave, address changes, employer verification forms, telephone number updates and any general questions they may have during their term of service. At the end of the Session he/she will verify attendance and service for all trials. Make sure the appropriate attendance was recorded according to their service, such as attended not-selected \$15.00 or selected \$50.00 per day. He/she will then run a payroll report to retain for the court records.

11. He/she will print the jury payroll for the three month session and send to the Comptroller for checks to be issued. Then he/she will process the mailing of these checks. Any returned checks he/she will either call for address verification or try to locate the individual. He/she would be required to run the payroll process for each of the four, three-month sessions.

12. Keep currently informed of all laws and maintain records governing and dealing with circuit court jury procedures and official oaths. When and if time allows, he/she will assist in the various court departments of the Circuit Clerk's Office which would require the ability to identify, inspect and interpret incoming legal documents for compliance with Arkansas Statutes and local Court Rules.

13. Determine guidelines or policies appropriate in carrying out operations and making decisions to execute office functions and comply with State Statutes. This position must maintain a high level of accuracy with minimum number of errors. He/she confers with Circuit Clerk concerning jury management activities and programs, as needed. Perform data entry for (6) courts.

14. Provide assistance to the public in filing of lawsuits, answering questions, etc. either on the telephone or in person. Provide assistance to attorneys, to include filing new lawsuits, filing of re-opens, issue summons, various types of writs, warrants, subpoenas, petitions to seal, and file pleadings as they are received and make certified copies.

15. Prepare Certifications of Authentication for out of State courts as well as issue and prepare out of State subpoenas. File for all courts to include separating court work, docketing pleadings and indexing by year and case number, preparing summons on request, and process all incoming mail including any and all transfers and inmate filings.

16. Open and set up new criminal, civil, and domestic relations file folders and instruments, file-stamp mark each instrument and abstract the information for docket sheets, assign petitions and orders, index new cases and pleadings and enter the data on the record. Certifying all criminal records. Receive funds for process and report at

end of day for deposit. Keep pleadings in numerical order and court order for the purpose of filing in correct court files.

17. Proof read all computer entries ensuring accurate entry. Make corrections as necessary. Filing pleadings into case files for 6 divisions of case files. Insure that all juvenile records are maintained in a "confidential" manner and information relating to a juvenile is not released except to authorized persons.

18. File process server packets, send to judge for signature, docket and scan, and certify on return from judge. File, sign, and seal Appeal transcripts for court reporter to be sent to Supreme Court. Index and check out appeals to individuals. Maintain and destroy at proper times.

19. Train new employees for work at the Court Desk.

20. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**SOFTWARE SKILLS REQUIRED**

Intermediate: Alphanumeric Data Entry, Contact Management, Word Processing/Typing  
 Basic: Spreadsheet

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

**MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

**RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Indirectly supervises (5) Deputy Clerks who are assigned a specific circuit. Responsibilities include employee training, assigning and directing work. Works in conjunction with the supervisor on the employee job performance evaluations as to the jury aspects of their job. Along with the Clerk, accountable for all budgeted money and banking responsibilities of the jury functions.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

**ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

**ACCOUNTABILITY****FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

**PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work area is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

### **OTHER SKILLS and ABILITIES:**

Excellent communication and public speaking skills.  
 Problem solving and analytical ability. Good computer and bookkeeping knowledge.  
 Ability to make independent decisions in accordance with state and federal laws.  
 Ability to prioritize and organize work in order to meet numerous deadlines.  
 Ability to maintain public relations in an effective, tactful and courteous manner.  
 Ability to train support staff in the requirement of Jury Services.  
 Ability to provide information correctly and concisely, both orally and in writing.  
 Must maintain confidentiality at all times.

### **WORKING RELATIONSHIPS:**

Requires contact within the office and with the Circuit Judges and their staff, Prosecuting and private Attorneys, County Sheriff's staff, vendors, jurors, and the general public. Requires contact with other County Office's, Arkansas Judicial Department, and the local media. Must have an excellent working relationship with the Circuit Clerk as this position is a direct reflection of the Clerk. This is an office of public record with high accessibility and use by general public. Typical day could involve a large amount of telephone calls and visitors to the work area.