


Maryland Judiciary Job Description

	Official Title	Jury Clerk
	Job Code	2445
	Business Title	Jury Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position performs clerical and customer service work while coordinating and preparing jurors for jury selection. This position is responsible for filing, data entry of paperwork, answering questions, and maintaining Jury Room, if applicable. Work is performed under moderate supervision.

ESSENTIAL FUNCTIONS AND 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. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Retrieves and sorts incoming mail.
- Assigns jurors to panels and creates strike sheets and juror profiles for the courtroom.
- Keeps jurors updated throughout the day; dismisses jurors when all judges are satisfied and no additional jurors are needed.
- Sets up jury lounge for Grand Jury orientation and assists Supervisor, Jury Commissioner, Jury Judge, and State's Attorney during the Grand Jury selection process.
- Determines qualifications from jurors to make decisions as to who to excuse or accept according to law & directions from the Jury Judge or the Jury Commissioner.
- Answers phone to respond to juror questions and assists them in completing juror qualification forms/failure to appear letters.
- Performs juror payroll tasks.
- Tracks inventory level of supplies and submits orders, when needed.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- One (1) year of work experience, preferably in court operations or in the fields of criminal justice, parole and probation, legal or financial services.

Note:

- A Bachelor's Degree may substitute the required work experience.

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- A Paralegal/Associates Degree or 60 college credits may substitute the required work experience.
- A Paralegal Certificate may substitute the required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Legal terminology and court procedures, policies, and forms.
- General office practices, procedures, and equipment.
- Personal Computers and software to include, but not limited to, Microsoft Office Suite.

Skill in:

- Customer service and handling problems tactfully and patiently.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Typing on a personal computer.

Ability to:

- Learn and apply job-related terminology, procedures, policies, rules, and regulations in order to define problems, collect and record data, appropriately complete forms, determine and document juror qualification status, and prepare and issue appropriate notifications.
- Communicate clearly, tactfully, and effectively with jurors, judges, the public, police agencies, and other court officials and personnel, both verbally and in writing.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Multitask, adjust to situations quickly, set priorities, and handle pressure in a fast-paced environment.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

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.

This position involves sedentary work, exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

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WORKING CONDITIONS

The work environment and exposures 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.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2015
Dates revised:	June 2019; October 2020