***SUPERIOR COURT OF THE STATE OF WASHINGTON***

**OKANOGAN COUNTY POSITION DESCRIPTION**

***\*\* SUPERIOR COURT JUDICIAL ASSISTANT/JURY MANAGEMENT COORDINATOR \*\****

DEPARTMENT: Superior Court

RESPONSIBLE TO: Superior Court Judge (Presiding)

IMMEDIATE SUPERVISOR: Superior Court Administrator

STATUS: Salaried - Non-Union, Non-Exempt

PAY GRADE: 18

**JOB OBJECTIVE/SUMMARY**

This is a professional level position providing varied judicial assistance for the Superior Court, with a focus on jury coordination and management. This position works closely with the Bailiff, Court Facilitator, and Court Programmer/Scheduler. Cross-training will be provided, with the goal of enabling Jury Management Coordinator to provide relief to the above positions as necessary. This position is supervised in day-to-day operations of the court by the Presiding Judge and the Superior Court Administrator. The Jury Management Coordinator is expected to function as part of a supportive team and may be required to perform additional duties or tasks as established by the Superior Court Administrator or Superior Court Judges.

**DUTIES OF JURY MANAGEMENT COORDINATOR POSITION**

Carries out jury management activities in the Okanogan County Superior Court; exercises independent judgment and decision making within authorized limits. Performs varied office/court support duties to assist the public, judges, commissioners, prosecutors, attorneys, and other agencies, and contributes to the smooth, efficient continuity of day-to-day activities. The position requires substantial on-the-job training, which will be provided. Work involves access to highly confidential information.

**ESSENTIAL JOB FUNCTIONS**

1. Assign persons to jury panels for trials in Superior Court, consistent with laws and random jury selection requirements. Maintain jury call-in phone system. Take attendance of reporting jurors and assign selection order. Contact persons who fail to appear as ordered.
2. Review and process postponements, excusals and transfer requests for jurors in compliance with state statutes, rules, policies and procedures.
3. Assist the public with answers to jury-related questions. Acquire and use knowledge of RCWs and rules that apply to jury service and Superior Court in general in order to answer basic questions and to appropriately advise the public. Communicate effectively with people who may be upset, confrontational, angry, or abusive.
4. Liaison to Superior Court Judges, attorneys, prosecutors, or other persons regarding jury trials.
5. Maintain jury statistics and statistical reports. Prepare spread sheets and statistical charts for management and budget purposes.
6. Attain proficiency in software applications utilized in this position, including: Excel, Word, SCOMIS, Liberty, Outlook, Designated Internet Sites, JSI-Next Generation & Classic Jury Management Software. Training in court-specific programs will be provided.
7. Process jury payroll, including data entry, reviewing and auditing payroll records in compliance with laws and county policies. Track jury pay records and time entry.
8. Assemble, organize, and pay bills and vouchers for Superior Court using automated accounts payable software.
9. Maintain financial records and monitor expenditures.
10. Assist Programmer/Schedule Coordinator in preparation of the court calendar for both judges and any Court Commissioners.
11. Screen telephone calls and written correspondence to the Judge and Court Administrator to ensure that inappropriate or illegal contact or correspondence does not reach court officials.
12. Perform other duties as assigned by the Administrator or Judge.

**REQUIRED QUALIFICATIONS FOR THE JUDICIAL ASSISTANT POSITION**

* Must be 21 years of age or older and possess valid Washington State drivers’ license.
* An Associate’s Degree from a fully accredited college in business management, criminal justice or a closely-related field, or equivalent education or experience in a closely-related field. Depending on qualifications, educational and experience requirements may be waived.
* Working knowledge, or proven ability to quickly learn and comprehend applicable federal, state, and local laws, Superior Court rules and procedures, basic legal terminology, documents, and document processing procedures.
* Working knowledge of Okanogan County social service agencies and legal resources.
* Knowledge of standard office practices and procedures, including knowledge of basic word processing and spreadsheet programs.

**SKILLS AND ABILITIES**

* Ability to exercise skill and judgment in job performance, demonstrate initiative and dependability, work collaboratively with peers and supervisors, and be able to accept verbal and written direction, criticism, and evaluations from supervisors.
* Ability to handle matters with integrity and confidentiality.
* Ability to perform job duties in a stressful working environment with courtsesy and patience.
* Ability to intervene decisively, when necessary, to protect the public.
* Ability to organize and coordinate various individuals and/or groups on the court calendar.
* Ability to work respectfully with diverse individuals and families.
* Ability to work independently, as well as contribute to a team.
* Ability to communicate effectively, both verbally and in writing.
* Ability to type at least 40 words per minute accurately.
* Ability to keep regular, punctual attendance as scheduled.
* Ability to pass a criminal background check.

**EQUIPMENT USED**

Office equipment, including computers, printers, calculators, scanners, telephones, and facsimile machines.

**PHYSICAL DEMANDS AND ENVIRONMENT**

The working environment for this position is generally in an office setting. The office duties require sitting or standing for extended periods of time, walking on various types of surfaces, sitting, standing, maintaining balance, climbing stairs and inclines, bending, stooping, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, gripping with fingers and hands; lifting and carrying up to 30 pounds. Must be able to hear normal voice conversations, to speak in a public setting, have close, far, side vision with depth perception. Requires ability to operate a vehicle from time time as required for training.

**ACKNOWLEDGEMENT**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

*I have read and received a copy of my position description, understand its contents, and verify I can perform the essential functions of the position.*

 Employee Signature Date