

## Jury Board Supervisor

**GENERAL STATEMENT OF DUTIES:** Performs responsible duties ensuring compliance with all pertinent statutes, court rules, plans and procedures concerning jury duty for the Genesee County Courts, under the authority of the Chief Judge and the management of the Court Administrators for the District, Probate and Circuit Courts; ensures that the selection of jurors is proper and efficient, works under the supervision of the Circuit Court Administrator; performs related duties as required; meets annually with the members of the Jury Commission.

### **STATEMENT OF TASKS:**

Supervises the day to day activities of the jury management office;  
Supervises employees assigned to jury management;  
Formulates the annual need for jurors in circuit court;  
Oversees and coordinates juror notification, selection and utilization;  
Works with the court IT staff related to development and implementation of jury software tasks;  
Reviews circuit and probate court case management systems to accurately determine a sufficient inventory of jurors;  
Maintains records from which juror payments can be made;  
Complies with the mandatory jury reports required by the Michigan Supreme Court;  
Maintains written manuals detailing office methods and procedures for staff usage;  
Represents the courts at various statewide meetings and user groups related to jury management, software systems and electronic workflow related to jury management.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the court operations, jury procedures, applicable statutes, court rules, procedures and policies concerning jury duty;  
Knowledge of clerical methods and procedure used in keeping fiscal accounts and records;  
Ability to use sophisticated software systems and peripherals including self-service applications, imaging, interactive voice response systems, kiosks and tablets;  
Ability to manage multiple projects and priorities;  
Ability to communicate effectively both orally and in writing;  
Ability to train and supervise employees assigned to jury management;  
Ability to work effectively with judicial staff, various court offices and the general public;  
Ability to be discreet and respectful of sensitive and confidential information related to prospective jurors, the jury selection process and the courts;  
Ability to prepare statistical reports, monitor yield and usage of jurors for trend analysis;  
Ability to develop a systemic process to manage and track jurors who do not report for jury duty;  
Ability to implement a self-serving kiosk to maximize the intended functionality: check-in, completion of personal history questionnaire, print attendance letters and payment;  
Ability to develop, implement and administer an accounting process to safeguard kiosk receipts and disbursements.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

MINIMUM QUALIFICATIONS:

Bachelor's degree and one (1) year experience supervising clerical employees in a legal setting;

**OR**

Associates degree in Business Administration, Computer Information Systems, General Business or Paralegal Studies **AND** three (3) years of clerical experience in a legal setting.

**OR**

Five (5) years of clerical experience in a legal setting.



Human Resources Director

Established: May 1, 1975

Revised: December 16, 1980

Revised: November 15, 1994

Revised: March 10, 1998

Revised: January 8, 2018