

SUPERIOR COURT OF DEKALB COUNTY, GEORGIA

STONE MOUNTAIN JUDICIAL CIRCUIT

4TH JUDICIAL ADMINISTRATIVE DISTRICT

Jury Assistant

Closing Date: Open Until Filled

Purpose of Classification:

The purpose of this classification is to manage the staff and operations of a court support division overseeing multiple Jury Services functionalities and their work units.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Responds to general inquiries regarding jury service. Maintains inventory of department equipment and supplies; monitors inventory stock; ensures availability of adequate materials to conduct work activities; and initiates orders for new/replacement materials.

Performs customer service functions by telephone, by mail, and in person; provides information and assistance regarding court activities, services, procedures, documentation, fees, case status/disposition, or other issues; reviews and accepts legal documents in accordance with court procedures and prescribed time frames; distributes forms and documentation; responds to routine and complex questions or complaints; researches problems/complaints; and initiates problem resolution. Determines the number of upcoming summons that need to be sent based on the requests received.

Coordinates jury services with various court administrative and division staff and outside agencies; explains and interprets jury rules to prospective jurors and the public; provides guidance and direction on jury program policies and procedures; resolves jury matters that arise. Provides leadership in the courtroom during the jury selection process, to ensure the proper rules are being followed throughout the procedure.

Manages and participates in records and reporting activities according to department/division functions; enters information into departmental database, such as legal information, charges and convictions; supervises, monitors, and prepares record retention schedules; coordinates the storage of court records; and approves the release of court related documents prepared by staff. Participates in daily conversations with the Jury Assistant Manager to strategically create a process to simplify the current procedures.

Manages customer service functions; responds to requests for assistance regarding jury duty, courthouse information, juror information, and other related issues; provides information or directs to appropriate party; and initiates/returns calls to jurors, judicial staff and others as needed.

Minimum Qualifications:

Associate's Degree in Criminal Justice or related field; two years of experience in Jury Services; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license; and must possess and maintain Paralegal certification.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to such adverse environmental conditions as crowded conditions, temperature extremes, strong odors, disease/bodily fluids, or violence.

To Apply:

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: **SCJOBS@DEKALBCOUNTYGA.GOV**. No phone calls please.