



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Administrative Associate III-Jury Clerk

LOCATION: Clerk of Courts

HIRING RANGE: \$18.52 - \$20.61/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

January 2023

POSITION TITLE: Administrative Associate III – Jury Clerk

DEPARTMENT: Clerk of Courts

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs a variety of clerical duties requiring independent judgment to provide the efficient administration of the jury system. Works with other court staff as assigned to cover jury-related functions. Also performs a variety of time-sensitive and complex clerical and administrative functions to create and retain court records.

ESSENTIAL FUNCTIONS:

1. Assists the public, attorneys, courts, County and state agencies, and law enforcement through the jury process. Conducts jury orientation the day jurors are called in for trial. Acts as a point of contact for the public, professional and official persons, and agencies associated with cases that are set for jury trial.
2. Establishes a jury calendar by working with circuit court staff to determine the number of citizens to be called in for jury service each week. Sends jury qualification

questionnaires throughout the year. Summonses jurors to serve based on scheduled trials.

3. Establishes new case filings through eFiling or citation download software into the CCAP system for an assigned caseload. Manually enters cases when necessary. Ensures that appropriate scheduling and workflow are followed and that notifications required by statute or local court rules are given. Ensures that documents are accurately scanned and precisely named for retention purposes.

ADDITIONAL ESSENTIAL DUTIES:

1. Calculates payments to jurors after jury service, calculates total costs per jury trial each week for judges, and works with the Clerk of Courts to produce an annual report to the state regarding jury efficiency and costs.
2. Ensures that confidentiality regarding office business is maintained at all times.
3. Provides excellent customer service to jurors as they navigate the jury system. Works with jurors to schedule jury duty at times that limit inconvenience to them.
4. Accurately codes the Juror Information Line as directed so that people summoned for jury duty can learn whether they need to report for service.
5. Processes documents during jury orientation for the courts such as seating charts, voir dire list, and peremptory sheets.
6. Processes additional documents for assigned caseload related to official or pro-se filers.
7. Handles time-sensitive matters accurately and efficiently.
8. Enters judgments, docket cases, verifies case closure, and verifies case files and processes for accuracy and completeness.
9. Assists the public, attorneys, courts, county and state agencies, and law enforcement agencies through the eFiling system, on the phone, and, when necessary, at the counter. For cases in assigned caseload, acts as a point of contact for internal and external agencies.
10. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports directly to Chief Deputy Clerk of Courts.
2. Works with Clerk of Courts, Accounting Supervisor, other Clerk of Courts and circuit court employees, other County departments, external agencies, attorneys, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent required, with some post-high school training preferred.
2. Two years' or more work experience, preferably in a legal or governmental setting.
3. Public contact and varied secretarial and office experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work under pressure, keep a positive attitude and to establish and maintain effective working relationships with customers, coworkers, the public, and internal and external agencies with a focus on excellent customer service.
2. Ability to maintain a high level of discretion, confidentiality and integrity.
3. Thorough knowledge of office and legal terminology, practices, procedures and equipment.
4. Ability to follow complex oral and written instructions.
5. Ability to effectively handle and organize work that varies in volume and urgency and with frequent interruptions in a busy office setting with limited supervision.

6. Strong written and verbal communication skills, including listening skills and the ability to speak to a large group of potential jurors.
7. Computer skills including familiarity with Microsoft Office applications, ability to enter data accurately and ability to learn and use CCAP software.
8. Ability to handle money and work accurately with figures.
9. Ability to consistently and accurately file electronic and paper documents.
10. Ability to type accurately at a rate of 35 words per minute.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, ten-key calculator, computer, computer cash drawer, printer, fax machine, photocopier and scanner.
4. Ability to travel to other County departments and locations.