



THURSTON COUNTY
invites applications for the position of:

Jury Administrator

SALARY: \$4,210.00 - \$5,600.00 Monthly

OPENING DATE: 02/07/22

CLOSING DATE: 02/21/22 11:59 PM

SUMMARY OF DUTIES:

Please note - Based on the Washington State Supreme Court Order 25700-B-669 and policy adopted by the Superior Court Board of Judges on September 7, 2021, this position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.

As a Thurston County Superior Court Jury Administrator, you will be responsible for the administration and selection, processing, summons and managing jurors utilized by Superior Court, District Court, and Municipal Court judges.

The end date of this position shall occur on or before December 31, 2025. The intent of this position is to assist through Jury Services, the Court's backlog of trials due to the COVID-19 pandemic.

Essential functions may include but are not limited to:

- Perform a variety of tasks requiring diverse skills with a high degree of independence. Also performs tasks as directed by the Superior Court Administrator.
- Coordinate weekly selection of juror names for the Court's Master Jury List and develops jury selection questionnaire; analyzes responses and selects or excuses those who meet legal or Court criteria for service.
- Direct overall juror process to meet daily court juror needs including composition of jury panels, attendance verification, processing verification slips for employers, and coordinating postponements.
- Provide juror orientation briefings to prepare jurors for service. Prepares messages and operates telephone recording machines for juror information lines, and revises instructions during weekday, evening and weekend hours if there is a schedule change. Answer inquiries from jurors, employers, and the general public regarding jury process.
- Responsible for timely and accurate data input, jury system back-up and creation/preparation of jury related statistical reports.
- Recommend and implement new policies and procedures related to the jury process.
- Serves as technical liaison of a complex jury software program. Responsible for jury computer software, serves as technical resource for users; evaluates project requirements for methodology and application requirements; and coordinates changes to jury and County computer programs.
- Record legal changes to local and state laws into database as it applies to jury dismissals. Responsible for accurate archival of electronic juror data and images.
- Perform all accounting functions regarding juror fees and mileage paid for the multiple courts.
- Coordinates the work of Bailiffs and other jury staff as required to provide juror information for judges, attorneys, and clients.
- Provides specialized training to Bailiffs and other jury personnel.

QUALIFICATIONS:

- High School Diploma or GED. Completed course in jury management comparable to courses sponsored by the National Center for State Court Institute for Court Management.
- Two years of experience managing a court program, or providing management in a court system or legal field.
- Ability to utilize a personal computer and related software packages to perform the essential function of the job.

DESIRED SKILLS:

- Associate Arts or Bachelor's degree in closely related field preferred.
- Ability to speak in public.

OTHER POSITION RELATED INFORMATION:**Questions about this position?**

Please contact: **Tonya Moore, Court Operations Manager, 360-754-4405**

This position is:

- Not represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Contingent upon passing a background investigation

Items required for consideration:

- Application
- Resume
- Supplemental Questions

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Thurston County
2000 Lakeridge Drive SW
Olympia, WA 98502
(360) 786-5498

Position #06R01627
JURY ADMINISTRATOR
TM

Jury Administrator Supplemental Questionnaire

- * 1. Have you ever been convicted of a crime?

- ☐ Yes
☐ No

* 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

- ☐ Yes ☐ No

* 3. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?

- ☐ Yes ☐ No

* 4. Do you have any civil adjudicative proceedings or criminal charges pending?

- ☐ Yes ☐ No

* 5. If you answered YES to any of the questions above, please explain below. If you answered NO to ALL questions above, please type N/A.

* 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.

- ☐ YES
☐ NO

* Required Question