



Thurston County Jury Administrator

SALARY	\$4,316.00 - \$5,741.00 Monthly	LOCATION	Thurston County, WA
JOB TYPE	Regular w/ End Date Employee	JOB NUMBER	06R01627
DEPARTMENT	Superior Court	OPENING DATE	07/21/2023
CLOSING DATE	8/4/2023 11:59 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	N/A		

Summary of Duties

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 required, degree preferred. 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

Benefits

Thurston County provides a comprehensive benefits package to all regular employees. The following is a brief summary of available benefits offered to county employees. Benefits are subject to change and may differ according to collective bargaining agreements. Plan documents and eligibility requirements are provided upon hire. This information is subject to change at anytime.

Health Care Benefits:

Thurston County provides medical, dental, vision and life insurance coverage for all regular full-time employees enrolled in the County's standard plans. For regular part-time employees, who work less than 75% of an FTE, the county pays a pro-rated portion of the cost for medical, dental, vision and life insurance.

Medical

Thurston County provides medical benefits through the Washington State's Public Employees Benefits Board (PEBB). Plan availability is based on county of residence. Each year the County determines the standard and non-standard plans. For standard plans, the County pays the full employee premium.

Dental

Dental plans are provided through the Washington Counties Insurance Fund (WCIF). Employees have the opportunity to choose between two plans, Delta Dental, a preferred provider plan or Willamette Dental, an HMO plan.

Vision

Thurston County employees have Vision Service Plan coverage through the Washington Counties Insurance Fund (WCIF). Employees also have additional vision coverage through their medical plan.

Life Insurance

The County provides each regular, full-time employee with a basic, term life plan of \$36,000 life insurance and \$36,000

accidental death and dismemberment (AD&D) coverage. Additional voluntary, supplemental life insurance and AD&D insurance is available as a payroll deduction.

Dependent Coverage

Eligible dependents may be added to all coverage listed above. Depending upon the bargaining unit, the County pays up to a specific maximum amount toward dependent coverage with the employee paying any amount above the County maximum contribution.

Pension Plans:

Retirement

Eligible Thurston County employees participate in the Washington State Department of Retirement Systems' pension plans (PERS, PSERS, or LEOFF). With the exception of PERS plan 3, all of these plans are "defined benefit" plans with retirement benefits based on your average compensation and earned service credits. PERS Plan 3 is a hybrid plan incorporating both "defined benefit" and "defined contribution" elements. These plans are funded by both employer and employee contributions.

Deferred Compensation

The County offers three voluntary deferred compensation plans for employees who would like to set aside additional deferred tax dollars into a retirement savings plan. Deferred compensation plans are 457 plans as defined by IRS regulations.

Holiday and Leave Programs:

Paid Leave

Thurston County offers two leave plans, Alternative leave and Traditional leave. In the Alternative Leave program, leave is accrued per pay period and may be used for vacation and/or sick leave purposes. Employees in the Traditional Leave program accrue both sick leave and annual leave each pay period.

Thurston County Observed Holidays

Eleven paid [holidays](#) are observed by Thurston County. Depending on union contract, regular employees receive one floating holiday and one Community Service Day each calendar year, or two floating holidays each calendar year.

Other County Paid Benefits:

Long Term Disability (LTD)

The county's long term disability plan provides a monthly benefit of 60% of your monthly base salary up to \$6,000 per month after a waiting period of 90 days of disability.

Employee Assistance Program (EAP)

Employees and immediate family members are eligible to receive **confidential**, professional counseling assessment and referral services through First Choice Health. The employee assistance program can assist and respond to all kinds of requests for counseling assessment and life concerns, such as, relationship concerns, family problems, alcohol and drug abuse problems, financial crisis, identification theft, general stress, caregiver burnout, depression, etc. Services are available 24-hours per day, 7-days per week.

Additional Voluntary Benefits:

Flexible Spending Account (FSA)

Employees can take advantage of Section 125 flexible spending accounts for out-of-pocket health care and daycare expenses. Section 125 FSAs allow you to pay for allowable health-related and/or dependent care expenses with pre-tax dollars.

Short Term Disability

The County's short term disability plan is meant to assist with temporary periods of disability, as well as bridge the 90 day waiting period before the County's Long Term Disability begins. It provides a benefit of 60% of employees weekly base salary up to \$1,000 per week after a waiting period of 30 days.

Worksite Plans:

- Accident Insurance is designed to help pay for costs not covered by employee health insurance when injured due to an accident.
- Hospital Indemnity will pay a lump sum if an employee is admitted to the hospital, and will pay a lump sum for each day your are inpatient, to a maximum of 15 days per year.
- Critical Illness will pay a lump sum if you are diagnosed with certain serious conditions. Cancer, heart attack, and stroke are a few of the listed conditions in this policy.

Electronic Payroll Savings with TreasuryDirect

County employees can invest in TreasuryDirect electronic savings bonds (Series I and EE) by requesting a payroll deduction. Monthly deductions are forwarded to the Federal Reserve, which enables employees to buy and redeem electronic savings bonds directly from the United States Treasury Department.

Public Service Loan Forgiveness Program

Thurston County is a qualified employer under the Public Service Loan Forgiveness Act. Employees may be eligible for federal student loan forgiveness.

Additional Benefits

The County also offers direct deposit, credit union memberships, a Commute Trip Reduction Program, and other miscellaneous benefits.

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Please click [here](#) for more information or visit the Thurston County Benefits website: [Benefits 2023 Thurston County Employee Benefit Plans \(thurstoncountywa.gov\)](#)

Agency

Thurston County

Address

Thurston County
3000 Pacific Ave SE
Olympia, Washington, 98501

Website

<https://www.governmentjobs.com/careers/thurstonwa>