

Thurston County Superior Court

Jury Support Specialist – Bailiff

Olympia, WA, United States

The salary for this position is \$20.00 an hour.

Please visit the County website to apply: https://fa-etsa-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/requisitions/prview/159

Thurston County Superior Court is recruiting for a **Jury Support Specialist - Bailiff**.

Thurston County Superior Court offers a fantastic opportunity to learn more about jury duty and to assist in creating a warm and welcoming environment for citizens reporting for jury duty.

In the role of Jury Support Specialist, you will assist citizens as they check in for jury duty, understand their role in the court system, and respond to various questions about jury service. You will participate in the preparation and presentation of jury orientations, which includes communicating juror expectations, courtroom rules, and guiding jury panels. This position interacts with all professionals involved in civil and criminal jury trials, including lawyers, staff, courtroom clerks, and members of the public.

The position of Jury Support Specialist is an on-call position that enjoys a flexible schedule and works around your availability. This position has variable hours and is paid on an hourly basis.

As a Thurston County Superior Court employee, you make a difference in the lives of members of your community and contribute positively to Thurston County.

Learn More about Thurston County Superior Court and jury duty at:
[Jury Service | Thurston County \(thurstoncountywa.gov\)](https://thurstoncountywa.gov/jury-service)

Responsibilities include but are not limited to:

- Maintaining jury facilities.
- Guide the jury panel through jury selection.
- Clearly and efficiently communicate Judges' instructions to the jury.
- Provide jury escort to and from the courtroom.
- Provide assistance to the jurors during jury trials and deliberation.
- Transmit instructions and exhibits from court to jurors.

- Provide support to jury administration.

Qualifications:

- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality, professional decorum, and adherence to legal and ethical requirements.
- Must be able to pass a background investigation.
- High School diploma or equivalent.

Desired Skills:

We are seeking candidates who can interact and communicate in a clear, positive, and engaging manner. Ideal candidates will have excellent interpersonal skills, such as dependability, leadership, flexibility, patience, and teamwork.

- Experience working in professional office, court systems, or a related field that includes experience working in a legal environment OR any equivalent combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform essential functions.
- Knowledge of courtroom procedures and etiquette, jury selection, and movement.
- Ability to manage large groups with confidence, discretion, and diplomacy.

NOTE: The position of Jury Support Specialist is performed in a judicial setting with the public. Potentially volatile situations may put court personnel in physical danger.

What we offer our employees:

- **Work-Life Balance:** We are committed to ensure that our staff experience the reward of public service, while also sustaining a routine that suits each individuals' lifestyle.
- **Plan For Your Future:** As a member of our team, you will enjoy great employee benefits, including a retirement plan, pre-tax savings accounts, as well as comprehensive health care and dental/vision care for you and your family. Please visit [Thurston County Employee Benefit Plans](#) for more information.
- **Paid Leave:** Full-time regular employees earn paid vacation in addition to paid [holidays](#).
- **Robust Training Program:** Employees are encouraged to attend County paid training to help them further their career, learn new skill sets, and stay on top of emerging trends in our industry. We also encourage our staff to participate in professional organizations and attend conferences.
- **Flexible Work Schedules:** Some of the options that employees may take advantage of including alternative or compressed schedules and/or remote working.
- **Deferred Compensation:** The County offers 3 voluntary deferred compensation plans for employees who would like to set aside additional deferred tax dollars into a retirement savings plan.
- **Flexible Spending Account (FSA):** Employees can take advantage of Section 125 flexible spending accounts for out-of-pocket health care and daycare expenses with pre-tax dollars.

- **Public Service Loan Forgiveness:** This is a federal program which allows full-time public service employees who have made 120 qualifying payments for certain loans, to get their student loans repaid. [Public Service Loan Forgiveness Program](#)

This position is:

- NOT represented by a Union
- NOT eligible for benefits, unless mandated by law
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Questions about this position? Please contact **Camille Goldy** at 360-786-5456.

Items requested for consideration:

- Application
- Supplemental Questionnaire (Applicant Disclosure)
- ALL final candidates are subject to a thorough background investigation.

Information in this announcement is subject to change without notice at any time during the length of the job advertisement.

Thurston County values the diversity of the people it hires and serves. Inclusion to us means fostering a workplace in which individual differences are recognized, appreciated, and responded to in ways that fully develop and utilize each person's talents and strengths. We are dedicated to recruiting and developing a talented workforce from various cultures, lifestyles, backgrounds, and perspectives who are committed to our vision and core values. [Thurston County Racial Equity and Inclusion Webpage](#)