

LANCASTER COUNTY
JURY CLERK

NATURE OF WORK

This is responsible clerical work preparing and processing all jury functions.

Work involves providing general information to the public regarding the juror process; maintaining all juror records; mailing summons and assembling packets. Work also involves processing all jury functions on the Jury Management System. Supervision is received from the Election Commissioner.

EXAMPLES OF WORK PERFORMED

Process all jury functions on the Jury Management System by mail and/or telephone; mail summons; assemble packets for mailing to the jurors; open all jury mail.

Process all jury qualification forms as they are returned; enter and update any juror information into the Jury Management System.

Work with District and County Court Judges and their staffs to ensure that all jurors selected for specific jury trials have been contacted and know the date and time that they are to report.

Answer questions and assist the public by phone, e-mail and in person.

Summon jurors for regular jury terms and special jury terms; maintain jury attendance and mileage for jurors.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of modern office equipment, practices and procedures.

Some knowledge of the legal process, court proceedings and judicial systems.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, attorneys, court personnel and the general public.

Ability to organize tasks and establish work priorities.

Ability to access and maintain extensive filing systems.

Skill in the operation of common office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with two years of experience working in a clerical environment or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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