

**Alaska Court System
Class Specification**

STATE JURY COORDINATOR I

Range: 14

SOC: 43-9199

EEO4: 2

Class Code: C3801

Definition:

Under general supervision, the State Jury Coordinator I is trained to coordinate and operate the centralized processes of the court's jury management systems. These processes include: the creation and maintenance of the state jury master list, reporting and analysis of jury information, recommendations to modify and enhance the jury management system, and training of court personnel in jury procedures.

Distinguishing Characteristics:

The State Jury Coordinator is a single position in Court Administration responsible for the centralized processes of the court's jury systems. The State Jury Coordinator I is the entry level at which the incumbent receives focused training in order to independently perform higher level work.

The State Jury Coordinator is a flexibly-staffed position. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Supervision Received: The State Jury Coordinator I receives direct, day-to-day supervision at the training level. The incumbent performs assignments following standard guidelines and procedures with regular review by the supervisor.

Supervision Exercised: The State Jury Coordinator I may be assigned supervisory responsibility for clerical staff.

Independent Judgment: The State Jury Coordinator I performs duties that require the application and interpretation of standard rules and procedures. The incumbent makes recommendations to modify jury systems and procedures, and serves as the court's liaison to the JuryView software vendor.

Examples of Duties:

Complete a prescribed course of training in order to become proficient with JuryView and the rules, regulations, and procedures of the court's jury management systems.

Review and analyze information related to the jury system. Prepare regular and ad hoc reports.

Work with the Information Services Department to create the jury master list each year from data provided by the Permanent Fund Dividend Division. Test data for accuracy. Create local jury lists from the master as needed.

Work with local courts to develop and modify special instructions for jury questionnaires and notices.

Coordinate upgrades and revisions to JuryView. Maintain tables within JuryView. Serve as the court's liaison with the JuryView software vendor. Distribute information to users regarding software and system changes.

Participate in projects relating to JuryView. Assist with the implementation of JuryView in courts statewide, including training of judicial and clerical staff. Provide helpdesk assistance and training to users. Explain and interpret court rules, policies, and procedures related to the jury management systems. Work with users to identify ways to better utilize JuryView and make procedures more efficient.

Serve as gatekeeper for proposed changes to JuryView and work with IS staff to implement changes. Propose new and revised rules, procedures, and policies to better utilize JuryView and to make procedures and the systems more efficient.

Prepare training materials, checklists, and other instructional materials related to JuryView.

Knowledge, Skills, Abilities:

The State Jury Coordinator I requires knowledge of:

- Common desktop computer applications such as Word, Excel, and Outlook.
- Alaska Court System rules, policies, and procedures related to the jury system.
- JuryView, CourtView, and other software applications utilized by the court system.

The State Jury Coordinator I requires skill in order to:

- Produce clearly written and concise documents, forms, and correspondence.
- Provide appropriate training and helpdesk assistance to users.
- Analyze issues and develop recommendations to solve problems.

The State Jury Coordinator I requires the ability to:

- Communicate clearly, concisely, and effectively with users and outside agencies.
- Deal effectively and tactfully with court personnel, the general public, and other branches of government as needed.
- Analyze facts, recommend solutions, and take appropriate action.
- Exercise flexibility and good judgment.
- Establish and maintain cooperative working relationships.
- Interpret court rules, policies, and procedures.
- Work independently and meet deadlines.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND two years of advanced clerical or technical work experience with the Alaska Court System, a legal office, or a justice agency. The required clerical or technical work experience is met by service such as a Deputy Clerk II, Deputy Clerk III, Clerk of Court I, Clerk of Court II, Legal Technician, Administrative Assistant, Judicial Assistant, or Court Supervisor with the Alaska Court System, or equivalent experience with another employer.

OR

A bachelor's degree from an accredited college in any field.

1/07 – Original

2/14 – Remove MQQ's