

**JOB TITLE:** JURY COMMISSIONER  
**DEPARTMENT:** District Court  
**SUPERVISOR:** Administrative Judge or his/her Appointee  
Magistrate and District Judges and the Trial Court Administrator  
**SUPERVISION EXERCISED:** None  
Jury panels during trial  
**BOCC APPROVED:** April 2, 2019  
**EXEMPT STATUS:** Non-exempt  
**REVISED:** April 2019

### Job Scope

**Summary:** The Jury Commissioner is appointed by the Administrative Judge of the First Judicial District. This position carries the full responsibility of the Jury Office in Bonner County. It involves sensitive and complex interaction with Judges, attorneys, government agencies and the public. The Jury Commissioner establishes and maintains a qualified juror pool from among county residents; randomly selects the necessary number of individuals to serve on a jury panel, issues the qualification questionnaire and order to appear for jury service, tracks attendance and payments made to jurors, and attends to all jury-related documentation. The Jury Commissioner assists all District and Magistrate Judges and the Trial Court Administrator in the coordination and organization of jury trial procedures and assures the Judges have all the information required in advance of trial. This individual is responsible for the training and supervision of the Assistant Jury Commissioner assigned to assist the jury office. This position is critical for the successful operation of jury trials. Errors in this process have a major detrimental impact on the acceptability of jurors for trials in Bonner County.

**Other Information:** The Jury Commissioner works independently under the direction of the District Judge with limited supervision. The position requires independent judgment and a wide diversity of work situations dependent on the association with Judges, attorneys and legal offices, State government officials, county personnel and the public. The work is performed in an office environment with frequent high stress due to interaction and confrontation with jurors from diverse populations, interruptions, workload and deadlines. The Jury Commissioner has considerable knowledge of legal procedures, legal terminology and an understanding of the State and Federal laws affecting jury service. This individual must have the ability to read, analyze and interpret documents, manuals, publications and legal information. Travel is intermittent and typically involves conferences and training sessions.

### Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the Judges or Trial Court Administrator at any time:

1. The Jury Commissioner designs, compiles and maintains the jury system for the Jury Office and the County.
2. Compiles a list of potentially eligible jurors from voter registration records and driving records from the Idaho Transportation Department, ensuring the accuracy of the list according to technical and statutory requirements of Idaho Code.
3. Establishes a jury panel on a regular basis and sends an Order to Appear for Jury Service and accompanying Juror Qualification Questionnaire to the prospective juror to determine eligibility for jury service.
4. Mails the Order to Appear for Jury Service and Juror Qualification Questionnaire in a timely manner so as to ensure adequate notice to potential jurors as well as provide a sufficient number of jurors for trials in order to comply with Idaho Code.

5. Processes returned documents to identify cause for return. Researches current address information data bases and resends jury documents in those cases where changes are identified.
6. Qualifies or disqualifies prospective jurors, evaluates and adjusts juror service dates pursuant to valid requests and sends confirmation by mail, electronically and/or telephone of the status of the juror.
7. Facilitates the Grand Jury process in cooperation with the Prosecutor's Office. Maintains strict confidentiality during this process.
8. Facilitates de-briefing sessions for Grand Jurors and Trial Jurors for difficult cases that can cause emotional concerns for jurors.
9. Gathers and maintains statistical data and reports as well as supplies additional information to District and State agencies including the Idaho Supreme Court when requested.
10. Creates moderately complex documents for record keeping and reporting.
11. Must have knowledge of computer programs from other jurisdictions for researching juror information.
12. Maintains familiarity with law changes affecting jury service and ensures compliance; establishes and enacts new policies and procedures based on changes and from directives issued by the Judicial Branch of the State of Idaho.
13. Tracks juror attendance and processes payments subject to the County Commissioners' approval and County Auditor's review.
14. Maintains confidential jury-related records, preventing unauthorized access to such information and ensuring the security and privacy of jury records according to Idaho law.
15. Maintains the jury calendar and addresses conflicts with Judges, attorneys, staff and the trial court administrator.
16. Prepares list of jurors, seating charts and other trial paperwork for the trial Judge, legal parties and court staff.
17. Provides orientation presentation for jurors on trial days, explaining the jury process in detail.
18. Attends each jury trial and tracks juror participation.
19. Records attendance and contacts jurors who have failed to appear for service. Coordinates appearance of jurors before the Trial Judge or Jury Commissioner for potential sanctions. This may include contact with the Bonner County Sheriff's Office.
20. Maintains availability to jurors during business hours for assistance and to address questions and concerns.
21. Maintains the reporting message line for jurors regarding the status of trials.
22. Provides general information to jurors and court information via telephone, by email, and in person regarding inquiries received.
23. Maintains Jury website information.
24. Prepares the appropriate court documents related to jurors who fail to return qualification questionnaires or fail to report for jury service on the day of trial. Coordinates personal service of documents with the Bonner County Sheriff's Office.

25. Creates and monitors court cases related to jurors who have failed to return qualification questionnaires and/or report for jury service.
26. Occasionally speaks at public events, professional meetings, gatherings, schools and other forums.
27. Acts as a liaison between the court and other municipalities including but not limited to City Police, Bonner County Sheriff's Office and Lake Pend Oreille School District when a large number of jurors are paneled for jury trials offsite.
28. Maintains a positive, helpful, constructive attitude and working relationship with court employees, elected officials, prospective jurors, other County employees and the public.
29. Provides training and supervision for the appointed Assistant Jury Commissioner in the operation of the Jury Office.
30. Supervises and coordinates community service activities for Drug Court participants.

### **Secondary Functions**

1. Performs all other duties as assigned by the District Court or Trial Court Administrator.

### **Job Specifications**

1. Must be organized and resourceful and possess excellent communication and diplomacy skills with the ability to diffuse confrontations.
2. High School Diploma required with a minimum of two years advanced education preferred or minimum two years' experience in court or legal matters and/or interpersonal communication.
3. High degree of accuracy required.
4. Must be able to work independently without supervision.
5. Must be able to maintain strict confidentiality regarding juror information and court proceedings.
6. Sufficient combination of education, knowledge, skills and abilities so as to competently perform the essential functions of the job.
7. Must possess good organization skills as needed in the provision of services within the County judicial system.
8. Requires moderate math skills with the ability to calculate figures and to set up spreadsheets and formulas.
9. Skill in the use and care of personal computers and software including, but not limited to, Microsoft Windows 2010 or higher, Microsoft Excel or other spreadsheet program, databases, internet and email.
10. Ability to use a variety of general office equipment including, but not limited to, computers, faxes, copiers, multiple-line telephone, scanner.
11. Specific vision abilities required by this job include close vision with extensive data entry.

12. Ability to work with the general public, judges, professionals, elected officials, State agencies and government officials and other employees in order to coordinate scheduling and performance of assigned duties.
13. Proficient grammar skills used in the composing and proofreading of documents, memos, and other correspondence. Must possess general office skills including typing, filing, scanning, etc.
14. Ability to be self-directed, work in an effective and professional manner and develop effective working relationships with co-workers, judges, legal personnel, local and state agencies and the public.
15. Ability to develop and maintain harmonious working relationships with others, both inside and outside the County.
16. Must be able to train and supervise an Assistant Jury Commissioner in assisting the jury office and/or maintaining the jury office during the absence of the Jury Commissioner.

### **Working Conditions**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires significant communication skills including auditory and oral, both in person and by telephone; frequent fingering, grasping, walking, and repetitive motions. Requires good general vision.