



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Jury Services Assistant

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 0026

Closing date: Open until filled

Education: High School Diploma or Equivalent

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$20.56/HR

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/jury-services-assistant-1>

Position description

The Ninth Judicial Circuit court seeks a Jury Services Assistant to support the coordination and supervision of all aspects of jury management by generating, processing, and analyzing jury data and reports. This is an excellent opportunity for the right candidate, interested in supporting the success of the jury process.

This position is responsible for coordinating between Jury Services and the judges, judicial assistants, trial clerks, and other Orange County departments to ensure better jury management through good communication. Duties include greeting jurors, administering sworn oath, and conducting juror orientation in order to provide qualified jurors for the trial process. Performs administrative and clerical functions to provide jurors for the courtrooms and all relative reports, answering and filing correspondence and emails, responding to walk-in and telephone inquiries,

accurately and politely. Processes juror excuses, sorts mail according to exemption statutes, and coordinates exemption actions with the judge responsible for the review of exemption requests. Communicates with jurors by mail, telephone, or email when an exemption request is denied by the judge. Enters relevant juror data into the Jury Management System (JMS) to enable panels to be sent to the courtrooms for final panel selection. Processes juror payroll and coordinates with the Clerk's Office to ensure jurors who are not paid by their employers receive appropriate compensation.

The ideal candidate will be self-motivated, be able to work closely with others, be detail oriented, and have a proven ability to adhere to strict confidentiality in the workplace. The role requires excellent computer skills and an ability to quickly acquire and work proficiently with a variety of computer programs. Must have superior organizational skills and a capacity to interact professionally and effectively with others, to include jurors, coworkers, government officials, law enforcement, and other outside agency staff. This position requires the ability to work with a personal computer in a Windows environment. The ability to use word processing, spreadsheet, and email applications such as Word, Outlook, Excel, etc. is necessary. In-depth knowledge of JMS software is essential. The incumbent may need to access a variety of sites on the Internet.

High school diploma or equivalent plus two years of progressively responsible secretarial experience is required. Bilingual in English/Spanish is preferred. Experience in jury or legal clerical is ideal. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities

