

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Assistant Jury Bailiff
Department: Jury Commission

Reports To: Jury Bailiff Director
Starting Salary: \$40,872.00

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. The Assistant Jury Bailiff is responsible for assisting the Jury Bailiff Director with the daily operation of the Jury Room. This position has limited decision-making. Work is assigned daily by the supervisor with specific instructions on how to complete work. This position is responsible for maintaining compliance with quality control measures designed to avoid errors that may occur in the failure to monitor the need for prospective jurors and/or response rates, or entering data in the computer, resulting in inaccurate juror information, and responding to prospective juror questions. Insufficient or excessive numbers of jurors may cause delay in jury trials or inconvenience to jurors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assemble jurors for orientation and courtroom assignment;
2. Input data on the computer to maintain jury pool status and statistics;
3. Respond promptly and professionally to questions or concerns from Judges, bailiffs, Court Administration, jurors and individuals summoned for jury service;
4. Complete paperwork for dismissed jurors, greeting new jurors and reviewing daily check-in sheets to determine number of jurors present and absent;
5. Perform a variety of other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, jurors and the public;
2. Ability to communicate effectively in response to questions concerning jury duty (e.g., jurors who may not want to serve or who may have other issues regarding their jury service);
3. Proficiency in typing, data entry skills and Microsoft Office applications; ability to learn and work with any custom software utilized by the Court and/or Jury Department; ability to operate other work relevant equipment (fax, typewriter, television, VCR/DVD player, microphone audio system, etc.);
4. Ability to work independently, often without daily supervision and organize and prioritize duties;
5. Ability to work with a high volume of people and phone calls while maintaining the highest standards of customer service;
6. Ability to work effectively and professionally with jurors who have negative concerns and/or other issues with their jury service;
7. Familiarity with Court operations;
8. Attention to detail and accuracy and the ability to understand and follow instructions;
9. Effective time management, reliability and punctuality;
10. Ability to maintain sensitive and confidential information;
11. Ability to work collaboratively in a team environment;
12. Professional appearance and demeanor at all times.

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EDUCATION and EXPERIENCE

Minimum of a high school diploma; experience in a court environment is a plus.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court environment with no unusual demands or exposure to hazardous situations. Frequent contact occurs with jurors to discuss jury duty or respond to questions. Daily contact occurs with Judges and bailiffs to inform them of the availability of jurors. The Assistant Jury Bailiff must also communicate effectively and professionally with jurors who are seeking to postpone or avoid jury service or have other concerns regarding such service.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends (e.g., regular rotating early start time days, possible overnight stays at hotels for management of sequestered juries, etc.).

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment or promotion. Applicants must submit a letter of interest to:

**Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113**

(e-mail: infosys@cuyahogacounty.us)

This posting will remain open until filled.

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216.443.8560.

Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.us