

Position Code: 0690	FLSA Status: Non-exempt
Pay Code: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and manage and supervise the City-wide jury program for the Chesapeake Circuit Court. The class is responsible for staff supervision, coordination of petit and grand juries, media coverage, policy and procedures, payroll functions, invoices, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Plans, analyzes, develops, and directs daily operations of the jury system.
- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Serves as liaison between court and jurors; receives, reviews, and rules on juror requests to be excused, deferred, or exempt from jury service.
- Conducts juror orientation and ensures provisions for disabled jurors.
- Monitors juror facilities to ensure adequate comfort and recreation for jurors.
- Evaluates oral and written jury policies and procedures; make changes or adjustments for maximum efficiency.
- Oversees supervision of grand juror specialist to ensure efficient operation of Circuit Court; prepares jury instructions and verdict forms for jury trials following judge’s review.
- Serves as media coordinator to establish proper procedures for media coverage of high profile cases.
- Assists with input/approval of invoices and payroll for the Department; assists and backs up other departmental personnel as needed.
- Reviews and approves court appointed attorneys’ timesheets for payroll; manages substitute judges per diem expense sheets and submits to Supreme Court for payment.
- Reviews concealed weapon permits for accuracy; coordinates entities concerning court orders.
- Schedules appointments; prepares orders for judges; serves as liaison to Sheriff’s Department.
- Reviews orders and schedules psychological evaluations for defendants.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports and other written materials using proper language, punctuation, grammar, and style.

Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree or education and training equivalent to four years of college education in law or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	None

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.