

**Alaska Court System  
Class Specification**

**STATE JURY COORDINATOR II**

Range: 16

SOC: 43-9199

EEO4: 2

Class Code: C3802

**Definition:**

Under general direction, the State Jury Coordinator II is responsible for the coordination and operation of 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 job class in Court Administration responsible for the centralized processes of the court's jury systems. The State Jury Coordinator II is the advanced level at which the incumbent independently maintains and operates the centralized processes of the court's jury management systems.

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 II works independently with minimal supervision.

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

Independent Judgment: The duties of the State Jury Coordinator II require a high degree of independent judgment in the application and interpretation of court rules and procedures, recommending modifications to jury systems and procedures, and serving as the court's liaison to the JuryView software vendor.

**Examples of Duties:**

Serve as the subject matter expert regarding JuryView and the rules, regulations, and procedures of the court's jury management systems.

Independently 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. Coordinate 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 II requires substantial 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 II requires skill in order to:

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

The State Jury Coordinator II 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:**

Six months of experience working as a Jury Coordinator I AND successful completion of the training and development plan at that level.

OR

One year of work experience that included substantial responsibility for the development and administration of JuryView.

1/07 – Original

2/14 – Remove MQQ's