



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT

CECIL COUNTY CIRCUIT COURT JURY CLERK

The Circuit Court for Cecil County is looking for a Jury Clerk with a starting hourly rate of \$20.62 (Grade 112J). Position assists in all aspects of jury office operations. Position reports to the Jury Commissioner for direction and supervision. Work of this class involves no supervisory duties or immediate direction. Position works under the general supervision of the Court Administrator and the Administrative Judge. ***This position serves at the pleasure of the County Administrative Judge and as such is not a County Government position.***

Position requirements: High School Diploma or G.E.D.; Minimum of one (1) year experience as legal secretary preferred; **An interested candidate with an equivalent combination of education and experience as listed above may be considered;* valid driver's license.

Essential Functions: Receives and places calls to jurors; prepares, records, and erases jury messages. Presents juror orientation, takes roll, copies jury lists, prepares work slips, and meets with jurors; handles correspondence to and from jurors and their employers. Assists with computerized jury selection process and subsequent qualifying and disqualifying. Prepares and sends summonses and related documentation. Prepares and proofreads jury lists for court and provides to necessary parties; updates court docket and prepares for next day jury trials. Files various documents. Conducts legal research and schedules jury panels; abides by jury selection plan. Assists with jury kiosk utilization. Supplies Board of Elections with updated information.

Application Procedure: Please go to www.ccgov.org to complete an application/ submit a resume

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap.
EOE/AA/ADA.