

CARROLL COUNTY CIRCUIT COURT

The Circuit Court for Carroll County is seeking to hire a Jury Clerk.

POSITION TITLE & GRADE: Jury Clerk, J03

DEPARTMENT: Circuit Court

Reports To: Jury Commissioner

Supervises: N/A

Regular hours are 8:30 am – 4:30 pm Monday through Friday. Occasional late evenings or early starts may be required. Benefits include eligibility for healthcare plans including medical, dental, prescription, and vision, paid annual leave, sick leave and court holidays, life insurance and tuition reimbursement. This position requires mandatory participation in the Carroll County Government pension plan with a 5% contribution.

OVERVIEW AND PREFERRED SKILLS: The Jury Clerk supports the Jury Commissioner and Deputy Jury Commissioner in all functions and daily operations of the Jury Office. The ideal applicant will possess exceptional communication and organizational skills and must be able to work well both independently and with others. The candidate must be detail oriented and able to multi-task in a fast-paced environment. Proficiency in keyboarding, Microsoft Word, and Outlook required. Experience working with the public or in a customer service role preferred.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Process incoming mail including Juror Qualification Forms and Juror communications;
- Data entry of Juror Qualification form information into WebGen;
- Respond to Juror inquiries – in person, over the phone, and in writing;
- Prepare and print reports, notices, postcards, letters and other correspondence;
- Prepare individual per diem packets for distribution to jurors;
- Check in Jurors each day of petit trial/Grand Jury and distribute per diems;
- Conduct Juror Orientation.

ADDITIONAL DESIRED SKILLS:

Experience with Excel, Odyssey/MDEC preferred.

HOW TO APPLY:

Please submit a resume and cover letter to Susan Leary at susan.leary@mdcourts.gov . This position will remain open until filled.