



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2022-19
Posting Date: 10/10/2022
Closing Date: 10/20/2022

JOB POSTING

Jury Services Clerk I
Courtroom Services Division
Salary Range: \$14.17 - \$19.81 per hour
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please email hr@hernandoclerk.org or call 352-540-6233, Monday – Friday, from 8:00 a.m. – 5:00 p.m.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employment preference is given to applicants who do not use a tobacco product(s).

JOB SUMMARY:

Process paperwork and documentation relating to all phases of jury management, provide accurate information and ensure compliance with laws, regulations and procedures. Assist with processing appeals for all court divisions.

ESSENTIAL JOB DUTIES:

1. Generate summonses and failure to appear notices, grant excusals and postponements to jurors according to guidelines.
2. Conduct jury orientation and obtain correct data. Administer oath and have jurors complete questionnaires before voir dire, if needed.
3. Process payments to jurors.
4. Assist in the preparation of monthly reports relating to the provision of jury services.
5. Assist officers and witnesses in preparing witness fee and mileage forms and forward to the Financial Services Department for payment.
6. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Experience in related field preferred.

Licenses/Certificates: N/A

EQUIPMENT USED:

Computer, calculator, copier, facsimile, telephone, audio/video equipment.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing
- Skill in interacting with the public, judicial, co-workers and intra-county office personnel in a professional manner
- Ability to perform duties with minimum supervision
- Ability to speak publicly in front of large groups of potential jurors
- Proficient in computer use
- Ability to multi-task in fast-paced environment
- Knowledge of general office policies and procedures
- Must type 35 wpm

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

Flexible hours as required by Court schedules.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.