

ACCEPTING RESUMES

Position:	Jury Manager OhioMeansJobs Post #260034497
Job Description:	<p>Ashtabula County Court of Common Pleas is Hiring a Jury Manager</p> <p>Maintain current voter list through contact with Board of Elections; conduct and file jury draw; summon petit jurors for individual courts; prepare and distribute jury lists and questionnaires to courts and counsel; summon grand jurors; prepare grand jury judgment entries; use and generate reports through jury software; process mail; prepare, manage and maintain copies of jury excuses; meet with jurors requesting jury duty postponement and reassign jury report dates; check in jurors for Common Pleas courts; manage and organize all files and jury records; assist with new projects to improve efficiency and knowledge of jury system including attending training; record telephonic instructions for jurors.</p> <p>Full-time with benefits</p>
Desired Skills:	<p>Bachelor's degree in Business or Public Administration, Paralegal Studies or related field and four(4) years of experience -or- an equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities. An individual who poses a direct threat to the health and safety of himself/herself or others in the work place will be deemed not qualified for this position. Must be able to pass a background check and drug test and be a registered voter.</p> <p>Superior communication skills to aid with dealing with persons from a variety of backgrounds individually, in a group setting, on the phone and/or in person; correct use of grammar, punctuation and spelling along with excellent typing and proofreading skills; excellent office skills including, but not limited to, the ability to use a computer, multi-line telephone, copier, fax machine and other types of office equipment; multitasking; ability to work independently with little direction; maintain effective and friendly working relationships with Court staff; familiarity with Court and office related procedures and protocol.</p>
How to apply:	<p>Interested applicants may send resumes to:</p> <p>Kathleen M Thompson, Court Administrator Ashtabula County Common Pleas Court 25 West Jefferson Street Jefferson, OH 44047 cpcourtadmin@ashtabulacounty.us *NO PHONE CALLS PLEASE*</p>
OPEN DATE 7/20/2023 CLOSE DATE 8/01/2023	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. (Attachment #2) Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p>Like us on Facebook Follow us on Twitter</p>