

SNOHOMISH COUNTY JOB DESCRIPTION

INTERN - ASSISTANT JURY GUIDE

Spec No. 9225

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field. The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

Under the direction of the law clerk, the Assistant Jury Guide will facilitate movement of jury members at the Superior Court.

STATEMENT OF ESSENTIAL JOB DUTIES

Assistant Jury Guides will assist court personnel to:

1. Manage jury pool members by visually monitoring groups so that they maintain social distancing protocols to minimize exposure to Covid-19 virus
2. Ensure jury pool members abide by court processes, reporting any potential issues to court personnel
3. Physically accompany jury pool members between various locations across the county campus and nearby buildings, leading and moving with the group both inside and outside, along sidewalks, crossing streets, using elevators, stairs and hallways in all weather conditions
4. Provide authoritative instruction and direction to large groups of jury pools.
5. Remain alert at all times, visually monitoring the jury pool members, listening for any concerns
6. Abide by all court rules to avoid any impropriety that may compromise the judicial process
7. Assist with virtual court proceedings using ZOOM and other platforms, connecting equipment, acting as 'host', doing basic troubleshooting to assist court personnel and patrons in using technology effectively
8. Perform other professional duties that support court operations
9. Represent the courts professionally and courteously, including wearing business clothing that is appropriate for court
 - a. This specifically EXCLUDES bare midriffs, torn or frayed clothing, clothing with writing and/or logos not related to work purposes, sleeveless shirts, hats, denim jeans, sport-type sweat suits / athletic wear, shorts, flip flop sandals (with strap between toes).
 - b. Employees should be clean and fragrance-free while at work.

MINIMUM QUALIFICATIONS

Applicants must be at least 18 years of age or older and enrolled as a student in post-secondary higher education.

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MINIMUM QUALIFICATIONS (Continued)

Applicants must be available to work during business hours, 8AM to 5PM, Monday through Friday, with some flexibility with respect to scheduled work hours within the work day.

KNOWLEDGE AND ABILITIES

- Skill in using technology. Training on specific platforms will be provided, but applicants will need a functional level of comfort and experience using computer software and hardware.
- Skill in speaking English to large groups of jurors
- Skill and sensitivity to the needs of diverse populations; able to interact professionally at all times with all individuals. Diversity includes race, ethnicity, gender, gender identity, age, sexual orientation, sexual identity, physical ability, cognitive ability, language ability, socioeconomic status, religion, and any other aspect of an individual that is different from yourself.
- Ability to:
 - Comply with expectations of a court employee charged with supervising jurors.
 - Vigilantly attend to the actions of jurors and report any concerns to court personnel
 - Physically accompany groups of jurors as they transition between locations, both inside and outside
 - Reliably attend to work duties as scheduled

SUPERVISION

The employee is supervised by the Case Flow Program Manager, and day to day direction is provided by law clerks.

WORKING CONDITIONS

The work is performed both indoors and outdoors, in all types of weather. The position will require crossing streets, navigating curbs, walking on sidewalks, stairs, hallways and indoor spaces.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2020

EEO Category: 6 – Administrative Support

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.