

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP – JURY GUIDE ASSISTANT – SUPERIOR COUR

Spec No. 9226

BASIC FUNCTION

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

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

Jury Guide Assistants 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 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.

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP – JURY GUIDE ASSISTANT – SUPERIOR COUR

Spec No. 9226

- 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: August 2020
EEO Category: 6 – Administrative Support
Pay Grade: 229 – Classified Pay Plan
Workers Comp: Non-Hazardous
FLSA: Non-Exempt