

BOISE COUNTY DEPUTY COURT CLERK/JURY COMMISSIONER

The Boise County Court has an immediate opening for a full-time Jury Commissioner/Deputy Court Clerk. The primary responsibilities of this position is fulfilling the duties of Jury Commissioner (administering the juror database/pool), as well as other court clerk duties as assigned.

Qualifications include: a minimum of a high school diploma (or GED), a clean criminal record, must be a U.S. citizen and resident of Boise County. Prior experience in the court system or legal field is desired but not required.

Interested candidates are requested to submit both an employment application and a resume. Applications can be printed from the Boise County website www.boisecounty.us or picked up from the Clerk's Office at 420 Main Street, Idaho City, ID 83631. You may also submit completed applications and resumes by email to mpresco@co.boise.id.us.

Boise County is an Equal Opportunity Employer and gives Veteran's Preference in its hiring practices.

JOB DESCRIPTION

TITLE: Deputy Court Clerk - Jury Commissioner

DEPARTMENT: Court/Clerk

Date: May 2025

BASIC FUNCTION:

Responsible for administration of the entire jury process, including updating and maintaining the juror database, determining qualifications to serve as juror as well as verification of excused jurors. Requires knowledge of legal terminology, policies and procedures, and strict adherence to duties of a jury commissioner, as set forth in Idaho Code.

MAJOR DUTIES:

The principal function of this employee is to direct and manage a variety of clerical and accounting functions designed to expedite the jury process per Idaho Code, Title 2, Chapter 2; and County policies. As such, this employee must have knowledge of the Court System. The position requires great attention to detail and accuracy in performing the necessary functions of the Jury Commission Office and Deputy Court Clerk. The work is performed under the general direction of the Supervising Deputy Court Clerk. The principal duties are performed in a general office environment. On occasion, Court may be in session beyond regular work hours and the Jury Commissioner must remain in Court.

1. Performs necessary computer functions to compile critical juror information.
2. Prints and mails informational material, juror questionnaires and jury summonses.
3. Processes all returned mail accordingly.
4. Enters data into the jury system to assure qualified jurors are selected for trials.
5. Researches returned mail for appropriate action.
6. Uses the jury messaging system to update jurors on trial status.
7. Reserves appropriate venue for jury orientation.
8. Acts as a representative of the Court, identifying each juror and answering questions as needed
9. Accompanies jurors into the courtroom during the selection process and assists excused jurors.
10. Arranges for juror pay based on per diem and mileage.
11. Assists Court Supervisor and County Clerk in updating and automating the jury selection process.
12. Performs other duties as assigned by Court Supervisor and County Clerk in accordance with County policies, procedures, and safety practices.

OTHER DUTIES:

1. Reconciles till balances each day.
2. Receives and delivers daily mail to court personnel.
3. Delivers the Court's Accounts Receivables to the Auditor's office
4. Assists attorneys and public with public records requests.
5. Processes legal documents for various types of cases.

6. Acts as receptionist when needed.
7. Manages audits of Guardianship/Conservatorship cases.

These duties of the position describe the primary functions of the job and are not to be considered all inclusive.

REPORTING RELATIONSHIPS: Position reports to Supervising Deputy Court Clerk and Clerk of the District Court.

QUALIFICATIONS

Any combination of education, training and/or experience that demonstrates competence in each of the following:

- ◆ Considerable knowledge in performing clerical and court related work.
- ◆ Must have excellent command and use of English, spelling, and grammar.
- ◆ Some knowledge of methods and procedures of the court system.