

**OFFICE OF THE CHIEF JUDGE  
JOB DESCRIPTION**

**JOB TITLE:** JURY ROOM CLERK  
**GRADE:** 13  
**UNION:** TEAMSTERS LOCAL 700  
**LOCATION:** AS ASSIGNED  
**HOURS:** 8:00 am – 4:00 p.m.  
**SALARY:** \$49,185

**Job Summary and Duties:** The Jury Room Clerk is employed by the Office of the Chief Judge and reports to the Jury Administrator and his/her designees. The position requires a high degree of integrity and discretion, the interpersonal skills to interact cordially and professionally with court staff, jurors and potential jurors, and the public, and the ability to contribute as a member of the Jury Administration team.

The duties and responsibilities of the Jury Room Assistant include, but are not limited to:

- Enter first day juror checking
- Assist with holdover juror checking
- Prepare grand jury summonses for delivery to the post office.
- Process, code, and enter received juror mail into the jury computer system.
- Print, process, and deliver juror checks to courtrooms or jurors.
- Prepare juror panel numbers for next day jurors.
- Prepare necessary daily juror utilization and checking reports.
- File summons cards and other reports consistent with the record retention policy.
- Serve as backup for other Jury Administration duties as necessary, including:
  - Answer telephone calls from potential jurors
  - Provide polite and courteous customer support at the front counter and on the telephone;
  - Provide guidance for hardships excusals or deferrals.
- Such other duties as may be assigned

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the duties to be performed under the job title or those to be performed temporarily outside an employee's normal line of work.

**Job Requirements:**

- Record of excellent customer service preferred
- Ability to solve problems
- Excellent written and oral communication skills
- Excellent interpersonal skills;
- Ability to multi-task
- Ability to work cooperatively
- Reliability and dependability

**Other Requirements:**

Working conditions/physical requirements:

- Ability to move around the jury room, courthouse, and elsewhere as required
- Ability to intermittently twist to reach equipment and supplies
- Ability to perform simple grasping and fine manipulation
- Strength to lift objects weighing up to 50 pounds
- Ability to use a telephone and computer

This position requires a pre-employment drug screening and criminal background check. All offers of employment are contingent upon successful completion of all required screening criteria. Applicants are advised that as a Drug Free Workplace, use of medical or recreational marijuana is prohibited and will disqualify a candidate from employment.

**THE OFFICE OF THE CHIEF JUDGE IS AN EQUAL OPPORTUNITY  
EMPLOYER**

It is the policy of the Office of the Chief Judge of the Circuit Court of Cook County to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, or sexual orientation.