

Working Title Jury Officer		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit CJS – King's Bench Administration	Ministry Justice
Present Classification Administrative Support 4		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Court of King's Bench Administration is responsible for the courtroom administration of jury trials. This position is responsible for participation in the jury selection process, and supporting selected members of the jury throughout the trial. The Jury Officer is required to deal with multiple stakeholders including the Judiciary, counsel, Sheriffs, other law enforcement agencies and Court Administration employees.

The Jury Officer position provides and maintains a safe and secure setting for all jury members within the various Court of King's Bench locations, or other locations as deemed appropriate by Resolution and Court Administration. Work is performed with ever changing environments, with a requirement to provide a specialized oversight competent for the Court of King's Bench. New and ongoing training is required to be in a position to respond to the various aspects required in a jury trial.

A Jury Officer is required to follow specific guidelines for all jury members within the aforementioned court facilities as well as other court or inquiry venues by providing a presence in courtrooms and in public areas outside of courtrooms. Their presence in the courtrooms and overall facilities is essential to ensure that policies are adhered to, including escort Juries while sequestered.

This position demands a high degree of professionalism and actions that instills public trust and confidence, and confidence in the Judiciary and trial proceedings.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

The following core responsibilities are common to all Jury Officers:

1. Positive relationships are maintained with government officials, the judiciary, lawyers, the public, police, the media and other non-government service agencies such as, but not limited to, Elizabeth Fry, the Salvation Army, Native Counseling Services, Probation Offices, Legal Aid, and Family Justice Services etc. Also, with representatives and all court employees; as appropriate to assigned responsibilities through use of excellent interpersonal public relations, communications, and crisis management skills.

2. A safe, secure presence is provided in an open environment for all persons within all courthouses. Special emphasis is placed on members of the jury, ensuring that strict policies are adhered to.

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3. In conjunction with the Manager of the area, the Jury Officer will arrange for and assist with the safe, secure transportation of the jury when sequestered. This will most often include arranging with bus companies, taxi companies, or limousine companies to provide transportation adequate to restaurants, hotels for overnight accommodations, and return trips to the courthouse. At the direction of the presiding justice, it could also include other locations, if required in the course of a trial. The Jury Officer will accompany the jury to these various locations.

General Activities:

- Be available for jury duty as scheduled.
- Be aware of the number of juries being selected during the selection process.
- Be available to attend trials in an emergency.
- Be dressed at all times in a manner consistent with his/her function, business casual unless uniform is provided.
- Jury Officers shall carry out their duties in a formal and professional manner at all times.
- Jury Officers should avoid non-essential conversation with members of the jury and must always address the jury members in a formal and professional manner. Refrain from commenting on anything to members of the jury, even on matters which appear to be completely unrelated to the case that they have to decide.
- Under no circumstances will the jury Officer carry on a conversation with the accused, representatives of the news media, or any member of the general public.
- Ability to diffuse potentially volatile situations utilizing strong verbal communication skills.

Activities during Jury Selection:

- Ensure that individuals are attending on the correct date/time as outlined on the summons.
- Ensure the potential juror meets the qualifications to serve as a juror.
- Escort the potential panel (once selected) to a selected location and obtain required contact information.
- Provide relevant information as it pertains to the trial including date, time etc.

During the trial:

- Keep a report of events related to the jury as per established policies and procedures.
- Ensure that jurors only discuss the case after they have been instructed, and among themselves when all 12 jurors are present in the jury room and the doors are closed.
- Report all medical issues/emergencies of a juror to the clerk immediately and they can report it to the Justice.
- Assist jury members in an emergency evacuation to a safe and secure location.
- Communicate effectively with the court clerk, as they are the Jury Officer's contact for all required communication with the Justice. The court clerk must be notified immediately of any questions or irregular situations.
- Escort the jury panel outside of the building, as required, and ensure distance from any interested or relevant parties.
- Be vigilant of any subtle cues directed to members of the jury, and bring any incidents to the attention of the court clerk immediately.
- Maintain records as requested in a confidential manner, and in a secure location.
- Maintain a working knowledge of the geographical layout of the applicable court buildings to efficiently and effectively respond to all alarms (panic and/or fire) and threats of acts of intimidation.

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During Sequestration:

- Jury Officers must have cellular phones with them at all times while the jury is sequestered.
- Support the jury members when sequestered.
- Arrange for retrieval of personal items for jury members, when required.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

This position represents the Resolution and Court Administration Services Branch, Ministry and Government in a highly professional manner when interacting with stakeholders. A Jury Officer is a front-line representative of the Courts and requires keen attention to detail, while being very aware of their surroundings at all times.

The Jury Officer is expected to demonstrate leadership and initiative in relation to the performance of all aspects of the position.

The impact of action or inaction by the position is significant and can result in physical injury, danger to the judiciary, employees, the public and/or prisoners. Other consequences of inaction by this position can include political embarrassment, financial loss, harm to the judicial process, property damage, civil law suits, grievous bodily harm, or death.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

A high school diploma is required. Experience with legal documents, legal proceedings, and law enforcement is an asset.

Strong communication skills, organizational skills and writing skills is critical.

The position requires working knowledge of:

- Applicable policies and manuals;
- Cultural diversity; and
- The Government of Alberta Respect in the Workplace Policy

CONTACTS: The main contacts of this position and the purpose of those contacts.

Main Contacts for Jury Officers are:

- Members of the Judiciary and their staff members;
- Members of the Sheriffs Branch
- Representatives of Police Agencies and first responders Counsel
- Resolution and Court Administration staff
- General public
- Other relevant Stakeholders

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

N/A

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date