



## 17<sup>TH</sup> JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

### NOTICE OF APPOINTED OFFICIAL VACANCIES: Jury Commissioners – Winnebago County

Chief Judge John S. Lowry of the 17<sup>th</sup> Judicial Circuit Court of Illinois has begun an application process to fill two Jury Commissioner vacancies in the Seventeenth Judicial Circuit – Winnebago County. Jury Commissioners are appointed officials mandated by law under the Jury Commission Act (705 ILCS 310/).

**HOURS:** As required to discharge duties. Generally, one Jury Commissioner has been present one day per week, on a rotating basis between the three Jury Commissioners: Mondays, Tuesdays, and Wednesdays.

**COMPENSATION:** A stipend of \$2,000 quarterly

**LOCATION:** Winnebago County Courthouse, Rockford, Illinois 61101

#### SUMMARY OF RESPONSIBILITIES:

Jury Commissioners are responsible for faithfully overseeing the selection and appearance of electors for jury service in Winnebago County, including petit juries in civil and criminal trials, and grand juries. As appointed officials, Jury Commissioners provide strategic oversight, fidelity to legal requirements, and oversee the work of the Jury Commission staff in carrying out essential tasks.

Specific duties include:

- Provide excellent customer service to potential jurors.
- Use jury management software exclusive to the Jury Commission.
- Review appointments of clerical staff to the Jury Commissioners, consisting of one Clerk of the Jury Commission and two Assistants.
- Maintain and direct fidelity to relevant statutes, including the Jury Commission Act, Jury Act, and any other rules or procedures established by the chief judge of the circuit.
- Preside over the preparation and maintenance of general and active jury lists.
- Oversee the summoning, selection, drawing, examination, and verification of qualified jurors.
- Maintain a list of permanently excluded from any jury list or general jury list pursuant to statute.

#### POSITION REQUIREMENTS:

This position requires discretion and competency to faithfully discharge all duties. Applicants will undergo an evaluation and screening process.

#### APPLICATIONS:

To be considered for this appointment, applicants are requested to submit a letter of interest detailing their qualifications and relevant life experiences that make them suitable for this position. Please send this information electronically to:

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