



**BONNER COUNTY**  
**HUMAN RESOURCES**

1500 Highway 2, Suite 337, Sandpoint, Idaho 83864

Telephone: (208) 265-1456

Fax: (208) 265-1457

**TO:** All Employees  
**FROM:** Human Resources Department  
**DATE:** 4/14/2021  
**SUBJECT:** JOB ANNOUNCEMENT POSITION

---

**Position:** Jury Commissioner  
**Department:** District Courts  
**Starting Pay:** \$18.00 DOE  
**Closing Date:** Until Filled

**Position Summary Summary:** The Jury Commissioner is appointed by the Administrative Judge of the First Judicial District. This position carries the full responsibility of the Jury Office in Bonner County. It involves sensitive and complex interaction with Judges, attorneys, government agencies and the public. The Jury Commissioner establishes and maintains a qualified juror pool from among county residents; randomly selects the necessary number of individuals to serve on a jury panel, issues the qualification questionnaire and order to appear for jury service, tracks attendance and payments made to jurors, and attends to all jury-related documentation. The Jury Commissioner assists all District and Magistrate Judges and the Trial Court Administrator in the coordination and organization of jury trial procedures and assures the Judges have all the information required in advance of trial. This individual is responsible for the training and supervision of the Assistant Jury Commissioner assigned to assist the jury office. This position is critical for the successful operation of jury trials. Errors in this process have a major detrimental impact on the acceptability of jurors for trials in Bonner County.

**Specifications:**

- High School Diploma required with a minimum of two years advanced education preferred or minimum two years' experience in court or legal matters and/or interpersonal communication.
- Sufficient combination of education, knowledge, skills and abilities so as to competently perform the essential functions of the job.
- Must be organized and resourceful and possess excellent communication and diplomacy skills with the ability to diffuse confrontations.
- High degree of accuracy required.
- Must be able to work independently without supervision.
- Must be able to maintain strict confidentiality regarding juror information and court proceedings.

**To Apply:** Please visit our website at <https://www.bonnercountyid.gov/departments/HR/current-openings>. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

**Veteran's Status:** Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor.

In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.