

# **MIAMI SUPERIOR COURT II JURY BAILIFF JOB DESCRIPTION**

Schedule will be Monday – Thursday (unless there is a holiday on M-Th then work on Friday).  
The hours are 8:00 a.m. to 4:00 p.m. with lunch from Noon to 1:00 p.m. (7 hours per day)

## **Responsibilities are:**

Prepare and email all daily Superior II calendars and any necessary associated documents.

Sign-in for Criminal Court at 1:30 p.m. each Thursday.

Make Pretrial CCS entries from the pretrial forms prepared by the Prosecutor each Thursday.

Update defendant information from rights forms each Thursday.

Prepare Jury Panel and complete all Jury Bailiff duties for Superior II jury trials.

Work with Superior I and Circuit Court Bailiffs to prepare, print and mail the annual jury pool letters and questionnaires. Share in the data entry of all returned questionnaires. (Also help the other courts during any jury trials scheduled in that court.)

Prepare and submit Quarterly Reports.

Prepare and submit Annual Reports.

Two times each year audit all cases and prepare and complete the Trial Rule 41 E process.

Two times each year audit all No Contact/Protective Orders.

Assist the Court Administrator/Court Reporter with any special projects or duties.

Fill-in for Court Administrator or Court Reporter during sick/vacation days. (learn two other persons' jobs –all Superior II employees are cross-trained in each other's positions)