

COURT SALARY SCHEDULE/JURY POSITION

Submitted by Keri Shane, Eldorado
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We are trying to determine what type of jury department most courts have and if it is separate from just being court clerks, along with what type of upward mobility you have.

We are a small county, and will be in negotiations soon for a new contract. We are trying to gather information from other counties as to their organization and pay schedule, including vacation accrual and any incentive programs that you have.

1	Rebecca Hayes	In Monterey County we have a 3-clerk jury services unit with a supervisor. The supervisor is also our calendar coordinator but the clerks are designated to jury services. The unit is made up of two (2) Deputy Court Clerk III's (lead position) and one (1) Deputy Court Clerk (II) (entry level position). These clerks can and are rotated into other departments as needs arise and are eligible to transfer and apply for promotions. Our salary schedule is posted on our public website at: http://agency.governmentjobs.com/montereycourts/default.cfm?action=agencyspecs
2	Diane Collins	Mendocino County has one position for jury services, with help available for big trials. Title is Jury Services Coordinator and pay scale is same as Court Services Techs. When you're topped out that is it, there is no place to go.
3	Edwina Harper	In Yolo County, Jury Services is its own department with three positions: Jury Services Assist., Lead, and Supervisor. There is a clear progression in the positions, but there is no automatic upward progression. I am attaching a copy of the positions with pay scales. Below is the benefit information: <ul style="list-style-type: none"> • Sick leave is earned at 8 hours per month. • New employees are granted 40 hours of vacation after 6 months of continuous employment. Thereafter the vacation accrual rate is 80 hours per year and increases to 120 hours after 3 years of employment. • Additional leave benefits include 32 hours of floating holiday leave and 13 paid holidays. • In addition to the above, the Supervisor position is granted 40 hours of Administrative Leave per FY
4	Bea Gin	San Joaquin - I have three employees in the Jury Assembly Room - 1 Legal Process Clerk III (who acts as a Lead Clerk when I am not there) and 2 Legal Process Clerk II, no supervisors. Their biweekly salaries are - LPCII Step 1 - \$1360.00 Step 5 - \$1652.80 LPCIII Step 1 - \$1499.20 Step 5 - \$1821.60 Benefits are the same as others in the LPC series Not much upward mobility unless they move out and learn other duties.
5	Debbie Cravea	Napa has only 1 dedicated staff for Juries, and that is me...(don't you love budget cuts) When I need assistance we pull one of the LPC III's from one of the other depts.. They also fill in for me when I am out. My official title is Deputy Jury Commissioner/Court Division Specialist... salary range... is attached...

Court Division Specialist JMC - 2002b	Hourly	25.04	26.17	27.33	28.56	29.88
	Biweekly	2003.20	2093.60	2186.40	2284.80	2390.40
	Monthly	4340	4536	4737	4950	5179
	Yearly	52083	54434	56846	59405	62150

Debbie Cravea-Napa