



Lisa David  
District Clerk

P.O. Box 24, Georgetown, Texas 78627  
P: 512.943.1212 F: 512.943.1222

## COMMISSIONER'S COURT GRANT POSITION

The data provided was collected from July 2021 to February 2024. A total of 179,900 jury summons were mailed out and 255 jury trials were scheduled. Please see the table below.

2021	July- December
Scheduled Juries	17
Summons Mailed	16,600
2022	January- December
Scheduled Juries	90
Summons Mailed	68,400
2023	January- December
Scheduled Juries	125
Summons Mailed	81,400
2024	January- February
Scheduled Juries	23
Summons Mailed	13,500

The Jury Coordinator responsibilities entail of high call volume which include assisting jurors by explaining, educating, updating, redirecting, and completing their questionnaires. We are averaging 35 to 50 calls a day for jury alone. In addition, when jury post cards are initially mailed, approximately 75% of the calls received are regarding jury. Providing exceptional customer service at the front counter for our in-person jurors. Creating and submitting monthly reports to the Williamson County Voter's Registration and Secretary of State Elections Division. Managing the Jury Production excusal and deferral queue. Emailing jurors with any medical, mental, or physical restrictions who are requesting exemptions or accommodations. Assisting Chief Deputy District Clerk on jury trial days with preparation, direction, check in, payment, distributing work certificates, and collecting payment receipts. Scanning and record keeping jury documents. Conducting and tracking electronic jury calendar for all courts. Implementing organizational methods to ensure juries operate fluently.

Williamson County District Clerk  
Jury Coordinator Job Description:

- Performs detailed tasks related to jury impaneling
- Assists in the preparation of monthly and quarterly state reports
- Collaborates with judges and attorneys
- Responsible for calendar of juries requested by the County and District Courts
- Responsible for processing payments to jurors
- Creates lists of jurors for individual court cases requested by the court
- Manages the online notification to jurors via email and text message of their court assignment and/or excusal
- Files, scans, and process legal documents for permanent record
- Provides high level of customer service to internal and external customers, both in person and over the phone
- Performs detailed legal procedures associated with the receipt, review, processing and maintenance of the court documents and case files
- Utilizes legal reference materials to perform research related to current laws and procedures
- prepares a variety of reports related to jury management and compliance
- Cross-trains for departmental coverage
- Attends all trainings as needed
- Performs special duties as assigned

Grade: B21