

# JURY MANAGER'S OFFICE

SONYA Y. KIBBLE,  
JURY MANAGER

CHANEL FRAZIER,  
DEPUTY CLERK II

JAKYVIA SUMRELL,  
ADMINISTRATIVE  
SUPPORT  
SPECIALIST I

# Key Responsibilities

- ▶ - Serve 9 trial courts, including grand jurors
- ▶ - Jury summons, deferments, payroll, orientations
  - ▶ Courtroom support during voir dire
    - ▶ - Daily contact with:
      - ▶ Judicial Assistants and Judges
- ▶ - Vendors (Tyler Technologies, Rapid Financial, USPS)
  - ▶ - State compliance agencies
- ▶ Helping jurors with questionnaires who may not have computers

# Courts our office services



# Rising Workload

- ▶ - Court cases have increased immensely due to increased crime rate
- ▶ - Surge in returned jury summons requiring reprocessing
- ▶ - Compliance with the Council of Superior Court Clerks of Georgia
- ▶ - More time needed for juror orientations

# Benefits to the City

- ▶ - Improved service to public and courts
- ▶ - Greater efficiency in juror processing
  - ▶ - Enhanced support for judges and courtrooms
- ▶ - Reduced burnout and staffing gaps
- ▶ - More effective use of taxpayer resources

# Yield Report By Year Range

Year	Total candidates	Number Attended
▶ 01/01/2012 – 12/31/2012	1,615	1,244
▶ 01/01/2013 - 12/31/2013	9,080	8,194
▶ 01/01/2014 – 12/31/2014	8,855	7,520
▶ * THESE REPORTS ARE FROM OUR VENDOR TYLER TECHNOLOGIES		

# Yield Report By Year Range

Year	Total candidates	Number Attended
▶ 01/01/2022 – 12/01/2022	14,089	11,227
01/01/2023 – 12/01/2023	17,512	11,770
01/01/2024 – 12/01/2024	19,818	10,958

▶ \* THESE REPORTS ARE FROM OUR VENDOR, TYLER TECHNOLOGIES

# Staffing Challenges

- ▶ - Example: Judge and law clerk assisted with juror processing due to short staffing
  - ▶ - Office left unattended during peak intake times
- ▶ - Phone calls missed, delayed responses
- ▶ - Staff stretched across courtrooms and administrative duties



# Requested Positions

- - 1 Administrative Coordinator (G-118)
  - - 1 Deputy Clerk II (G-115)
- - Will improve efficiency and office coverage
  - - Critical support during peak hours and courtroom duties

# Closing

- ▶ Your support is crucial to ensure the Jury Manager's Office can meet the growing demands of our courts and community.
- ▶ Thank you for your consideration.