

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: March 17, 2014
POSITION: **JURY CLERK**
LOCATION: 500 Pearl Street
New York, New York
TERM: Permanent
CLASS LEVEL: Up to CL-25
SALARY RANGE: \$35,340 - \$54,035.
(Depending on qualifications and experience)
CLOSING DATE: March 31, 2014
AREA OF CONSIDERATION: Open to all Sources
ANNOUNCEMENT NO: 14-11

DUTIES AND RESPONSIBILITIES: The Jury Clerk assists the Jury Administrator in all phases of qualifying and selecting jurors for this court and other functions in the jury office. Duties include interviewing new jurors, issuing summons, preparing and reviewing vouchers, conducting orientation for new jurors, taking attendance, maintaining statistics, preparing periodic reports, data input, and performing other duties as assigned. The duty hours for this position is 8:00a.m. - 4:30p.m..

REQUIRED QUALIFICATIONS: Qualifying experience for CL-23, must be high school graduate, or equivalent, and have two years of general experience. Qualifying experience for CL-24, must be high school graduate, or equivalent, and have one year of specialized experience, including one year equivalent to work at the CL-23 level. To qualify for the full range CL-25 level, must be high school graduate, or equivalent, and have one year of specialized experience, including one year equivalent to work at the CL 24 level.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws such as might be found in a Law Office or a Clerk's Office of a Federal, State or local court.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

REQUIRED SKILLS:

Applicants must possess the ability to type 50 wpm.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience and a cover letter. The cover letter should indicate the position for which you are applying, and identify how your education and/or experience relate to the duties and responsibilities of the position.

Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

**U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: HUMAN RESOURCES SUITE 820
OR**

Personnel@nysd.uscourts.gov

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

APPLICANTS MUST BE UNITED STATES CITIZENS.

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED

EQUAL OPPORTUNITY EMPLOYER