



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Jacksonville Division**

VACANCY ANNOUNCEMENT

Jury Clerk

CL 26 - \$41,786 - \$52,252 *

Announcement No. 12-04 Position Closes: Open Until Filled **Available:** Immediately

Representative Duties

- Help create the court's jury wheels/lists for both general and qualified jurors by acquiring source lists; creating master wheels from those lists; and determining the number of jurors needed to fill each wheel.
- Assist with the preparation and mailing of juror qualification materials; review and process juror responses.
- Assist in the determination of the appropriate number of jurors needed for each grand jury term and jury trial day based on the court calendars.
- Assist in preparing and mail summonses to the calculated number of potential jurors.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Prepare orientation materials at the direction of supervisor and assist with juror orientations, helping jurors with their logistical needs such as parking, lodging, refreshments, etc.
- Assist in preparing and sending jury panels to trial, coordinating with the judges' daily calendars and needs.
- Under supervision, monitor and record jurors' attendance for management of their service and payment.
- Prepare vouchers for juror and vendor payments, including jury fees, mileage, lodging and parking costs.
- Maintain jury system records under supervision.
- Assist in the preparation of statistical reports for the Clerk, Judges, and the Administrative Office of the U.S. Courts.
- Operate the court's JMS and e-juror component of JMS and other automated systems.
- Performs other duties as assigned.

Minimum Qualification Requirements

Requirements include high school graduate or equivalent and a minimum of three (3) years of progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Extremely fast-paced position requires incumbent to present a professional demeanor at all times, be extremely detail-oriented, and possess strong organizational and communication skills. Must also have the ability to lift boxes of approximately 35 pounds

Information for Applicants

Submit cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 12-04, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States