



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA

### Vacancy Announcement 12-02 Jury Clerk

The United States District Court for the Northern District of Florida is seeking qualified applicants for the full-time position of Jury Clerk in the Tallahassee Division. A jury clerk performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. Employees in these positions ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance.

#### **Representative Duties**

- Monitor and record the jury questionnaire process, juror attendance and selection. Provide support and assist jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry and preparing excusal letters).
- Operates the court's JMS and e-juror component of JMS and other automated systems.
- Maintain and update the inbound and outbound telephone calls and notification system through use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Perform duties relating to master wheel refill and grand jury selection.
- Perform other duties as assigned.

#### **Qualifications**

- Knowledge of the terms and processes used for court calendars and dockets. Skill in preparing documents, compiling data, and preparing statistical reports using the applicable software and databases.
- Knowledge of local jury plan, administrative directives, and other policies and procedures regarding the administration of jury panels, as well as the rights and responsibilities of jurors.
- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Skill in entering and checking data in a computerized database.
- Ability to organize work flow, records, and balance the demands of varying workload responsibilities and deadlines.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct orientations, including speaking before groups of jurors.
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration.
- Ability to work well with others.

- Ability to use office machines needed to prepare and process summons notices and correspondence.

### **Employment Information and Benefits**

Judiciary employees serve under excepted appointments (not civil service). The position is at CL 24 (\$34,356 - \$55,864). Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

### **Applicant Information**

This position will be located in Tallahassee. Applicants must be a U.S. citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check as a condition of employment. Employees of the U.S. District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov).

Qualified applicants should submit a resume including salary history, a completed application form AO-0078 and three professional references to:

Jessica J. Lyublanovits  
Clerk of Court  
Northern District of Florida  
111 N. Adams Street  
Tallahassee, FL 32301

First review of applications will be on December 14, 2011. To receive first consideration the application must be received by December 14, 2011. The position is open until filled.

**THE UNITED STATES FEDERAL COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER**