



UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA

JOB OPPORTUNITY

Announcement No.: 2016-13

Position Title: Jury Specialist

Grade/Salary Range: CL-25 (\$42,743 - \$69,471)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service

Area of Consideration: Open to all qualified individuals

Open Date: November 30, 2016

Closing Date: December 7, 2016

How to Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts/DC
Attn: Human Resources (2016-13)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

This position is located in the Administrative Services Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia.

Reporting to the Jury Administrator, the Jury Specialist position assists in the management of the overall jury system's petit and grand jurors and is responsible for assisting with the system's efficient operation. The incumbent performs a number of duties related to the selection, qualification, summoning, orientation, management and payment of jurors.

DUTIES AND RESPONSIBILITIES

- Perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection.
- Ensure efficient and fair operation related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries.
- Perform administrative duties to include processing notices, entering data, providing customer service, preparing mail, and conducting jury orientation.
- Perform administrative duties related to master wheel refill and grand jury selection.
- Monitor and record the jury questionnaire process, juror attendance and selection.
- Provide support and assist jurors during jury service.
- Process payments and reimbursements for juror; prepare attendance certificates on behalf of jurors.
- Process returned summons to include typing and preparing excusal letters.
- Operate the court's JMS and other automated systems.
- Maintain and update the inbound and outbound telephone messages to the public through use of an interactive voice response system.
- 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.
- Provide assistance and support to higher-level positions.
- Perform other duties as assigned.

QUALIFICATIONS

The successful candidate must, at a minimum, possess a high school diploma or equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience.

The candidate must possess a minimum of two years of general experience to include 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.

The candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-24. Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing (Microsoft Word), data entry or report generation.

Legal/court experience is preferred, but not required.

Must have excellent interpersonal skills and be able to effectively communicate. The ability to communicate effectively both verbally and in writing is critical.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines are essential.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan, the Federal Employees' Health Benefits, the Federal Employees' Group Life Insurance, the Flexible Benefits Program, the Commuter Benefit Program, and Long-Term Care Insurance
- On-site physical fitness facility
- Flexible work schedule

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Columbia.