

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 18 - 03

POSITION: Jury Administrator

OPENING DATE: July 26, 2018

CLOSING DATE: August 17, 2018*

SALARY RANGE: CL 26 – CL27 (\$49,521 - \$91,183)

DUTY STATION: Bridgeport, New Haven or Hartford, CT
(with periodic travel to the other seats of court and travel outside the district)

*Preference given to applications received by August 17th. Position will remain open until filled.

The United States District Court for the District of Connecticut is accepting applications for the position of Jury Administrator. The Jury Administrator is responsible for the administration and management of the entire jury process for the court. He/or she is a hands-on working manager who is responsible for supervising jury clerks and direct communication with high level professionals, such as judges, managers, members of the bar, and representatives of other government agencies. This position reports to the Chief Deputy Clerk.

Representative Duties:

- Supervises and trains jury clerks on jury policies, procedures, and internal controls.
- Conducts performance evaluations. Develops work standards, implements staff procedures, and conducts staff meetings.
- Manages the jury process, analyzes the jury system, and recommends efficiencies to reduce expenses and maximize juror utilization.
- Ensures all jury operations are consistent with internal controls, procedures, applicable regulations, and the court's Jury Plan. Responsible for reviewing and updating the Jury Plan.
- Maintains accurate documentation, files, and jury statistics.
- Manages all duties related to refilling the master jury wheel.
- Oversees the preparation and mailing of summonses and related correspondence.
- Oversees questionnaire mailings and follows up on failures to respond to questionnaires and jury summonses to ensure compliance. Prepares orders to show cause for the judicial officer.
- Coordinates with judges, courtroom deputies, and jury clerks to determine the number of jurors to be summoned and to select dates for jury selections.

- Works with chambers staff, Clerk's Office staff, attorneys, and U.S. Marshals Service, to ensure the smooth operation of high-profile or protracted jury trials.
- Responds in writing, by phone, or in person to juror inquiries and requests.
- Develops and updates jury orientation materials; conducts and oversees jury orientations.
- Updates jury information on the court's website.
- Oversees juror attendance and payments.
- Prepares reports for juror payments and vendor payments, including juror attendance fees, mileage, and parking reimbursement, as applicable. Prepares annual tax statements (1099s) regarding juror compensation.
- Prepares monthly statistical reports.
- Responds to procedural questions and handles confidential and sensitive information appropriately.
- Prepares agendas and minutes for the Jury Committee Meetings.
- Other duties as assigned.

Qualifications:

Requirements for prospective candidates include a minimum of three (3) years of supervisory experience as well as three (3) years of progressively responsible legal or other administrative experience, and a demonstrated ability to apply a body of rules, regulations, directives, or laws. Education may be substituted for the above. Successful candidates will be proficient in the use of computer applications, e.g. Word, Adobe Acrobat, and Excel. Ability to work in a fast-paced environment. Must present a professional demeanor at all times. Must be organized and detail-oriented. Knowledge of court operations and functions; Jury Management System (JMS), Advanced Judicial Information System (AJIS), and eJuror experience desirable. The successful candidate must have excellent verbal and written communication skills.

Education: High School Diploma required; Bachelor's Degree preferred.

How to Apply: In order to be considered for this position, go to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=18-03>

Please attach **in PDF format** your cover letter, resume, and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Applicants must also submit a narrative statement addressing the following:

1. Describe a recent time when you had to give an oral presentation to a group of individuals. What was the topic, how did you present the information, and how large was the group?
2. Explain how your previous work experience makes you a good candidate for this position?
3. Explain which of the representative duties you think will present the most challenge for you and how you would overcome them.

The Court will communicate only with those applicants who are selected for an interview. **No phone calls please.**

Benefits:

- 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 Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

The United States District Court is an Equal Opportunity Employer.