

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 18-12

POSITION: Temporary Jury Clerk*

SALARY: \$20 per hour

DUTY STATION: Hartford, CT

OPENING DATE: November 30, 2018

CLOSING DATE: Open Until Filled**

*Appointment not to exceed 6 months

**Priority given to applications received by December 14, 2018

The United States District Court for the District of Connecticut is accepting applications for the position of Temporary Jury Clerk. The incumbent will perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The Temporary Jury Clerk will also ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and grand juries.

Representative Duties:

- Answer and respond to emails and telephone calls; process and reply to requests to be deferred or excused.
- Prepare and mail summonses and other information.
- Process qualification questionnaires and summonses.
- Prepare paperwork for jury selections, including payments and reimbursements.
- Conduct orientations.
- Provide support to and assist jurors during jury service.
- Operate the Court's Juror Management System (JMS) and eJuror component of JMS and other automated systems.
- Maintain and update the interactive voice response system.
- Maintain and update juror information.
- Accurately report juror attendance for statistical reports.
- Collaborate with judges, court personnel, the U.S. Attorney's Office, and other groups to ensure the smooth and efficient operation of all jury related proceedings.
- Travel as necessary to New Haven and Bridgeport to assist with jury selections and perform other jury related work as assigned.
- Other duties as assigned.

Qualifications:

- Two years general clerical experience or two years specialized experience.
- Excellent oral and written communicate skills.
- Excellent customer service skills.
- Ability to convey information to individuals and large groups in clear and simple terms.
- Ability to interact effectively and appropriately with the public, internal customers, and coworkers; ability to work well with others.
- Ability to maintain confidentiality and exercise mature judgment, as well as resolve difficulties while complying with regulations, rules, and procedures regarding jury administration.
- Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities.
- Skill in performing data entry, preparing documents, compiling data, and preparing statistical reports using software and databases.
- Ability to use scanners, hi-tech copiers, and A/V equipment.
- Skill in Microsoft Office (e.g., Word, Excel, etc.) desired.

Education: High School Diploma required; 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=18-12>

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. Why are you interested in the Temporary Jury Clerk position?
2. 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?

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

Benefits:

- Paid annual and sick leave.
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the Commuter Benefit Program

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo 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.

The United States District Court is an Equal Opportunity Employer.