

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 20-01

POSITION: Jury Clerk

SALARY: CL23-CL24 (\$39,976-\$71,987)

DUTY STATION: New Haven, CT

OPENING DATE: January 21, 2020

CLOSING DATE: Position will remain open until filled*

*Priority given to applications received by February 10, 2020

The United States District Court for the District of Connecticut is accepting applications for the position of 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 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:

- Prepare and mail juror summonses and other information.
- Process and respond to juror mail, email, and telephone calls.
- Process juror questionnaires, summonses, and other documents.
- Process and respond to deferral and excusal requests.
- Prepare paperwork for jury selections, including payments and reimbursements.
- Operate the Court's Juror Management System (JMS) and eJuror (component of JMS).
- Maintain and update the interactive voice response system (AJIS).
- Conduct juror orientations.
- Provide support to and assist jurors during jury service.
- Maintain and update juror demographics.
- Prepare and provide monthly statistical reports regarding juror attendance.
- Maintain accurate inventory of jury supplies.
- Communicate with judges, court personnel, the U.S. Attorney's Office, and other groups, both written and verbally, to ensure the smooth and efficient operation of all jury related proceedings.
- Travel, as necessary, to Hartford and Bridgeport to assist with jury selections and perform other jury work as assigned.
- Other duties as assigned.

Qualifications:

- Three years general clerical or specialized experience.
- Excellent oral and written communication skills.

- Excellent customer service skills.
- Ability to work independently and use judgment to resolve issues based on knowledge and experience.
- Ability to convey information to individuals and large groups in clear and concise 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.
- Ability to consistently demonstrate sound ethics and judgment.
- Skill and precision 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., Outlook, Word, Excel, etc.) desired.

Education: Bachelor's degree preferred; high school diploma required.

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

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=20-01>

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 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:

- 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 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.