

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 15-02

POSITION: Jury Clerk

OPENING DATE: January 20, 2015

CLOSING DATE: February 6, 2015

SALARY RANGE: CL 23/24 (\$34K to \$48K)

DUTY STATION: Hartford, CT

The United States District Court of Connecticut is accepting applications for the position of Jury Clerk. The incumbent 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 this position 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 juror emails and telephone calls.
- Prepare and mail juror summonses and other information.
- Process juror questionnaires and summonses.
- Process and reply to requests to be deferred or excused.
- Prepare paperwork for jury selections, including payments and reimbursements.
- Conduct juror orientations.
- Provide support 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 demographics.
- 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 work as assigned.
- Other duties as assigned.

Qualifications:

- Two years general clerical experience or two years specialized experience.
- Excellent oral and written communicate 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, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration. Ability to work well with others.
- Ability to exercise mature judgment and maintain confidentiality.

- 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: Submit resume with cover letter, salary history and proof of any certifications **by email only** to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

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.