

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 25-15

POSITION: Jury Clerk/Community Outreach Coordinator

OPENING DATE November 18, 2025

SALARY RANGE: CL 24 (\$52,158 - \$84,769)

DUTY STATION: Bridgeport, CT

CLOSING DATE: Open until filled. (Preference given to those applications received by December 9, 2025)

Position Overview:

The Clerk's Office of the United States District Court for the District of Connecticut seeks qualified applicants for the position of the Jury Clerk/Community Outreach Coordinator to perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules, while also connecting the court with the surrounding community through educational outreach initiatives. Ensures efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries. Provides assistance and support to higher-level positions. Additionally, orchestrates events which expose and educate the public about the role of the judiciary, playing an integral part in planning, implementing, directing, and coordinating events and activities which align with the court's purpose and support its efforts, including increasing the public's understanding of the judicial branch of government. This position will report directly to the Jury Administrator.

Representative Duties:

Jury Administrative Responsibilities

- Coordinates jury selection process for petit and grand jury. Prepare and mail summons notices and forms. Monitor and record the jury summons process (respond to returned summons, excusal requests and update data in JMS).
- Conducts jury orientation and provide customer service. Record and maintain jury attendance and other service records. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Provide support and assist jurors during jury service.
- Coordinates with the US Attorney's Office for scheduling grand jury sessions.
- Operates the court's JMS and e-juror component of JMS and other automated systems.

- Maintains and updates the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintains and updates 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.
- Perform duties relating to master wheel refill and qualification of jurors.

Community Outreach Responsibilities

- Organize and oversee the court's community outreach initiatives and contribute to planning nationally recognized judiciary civics programs, such as Law Day.
- Conduct court tours, coordinate school, university, and community group visits, and educate students of various grade levels on civics and the judiciary.
- Facilitate moot court and mock trial sessions in partnership with law schools and volunteer attorneys, assist with annual essay and drawing contests, and develop educational programs throughout the school year.
- Serve as a liaison between school leaders, community partners, volunteer attorneys, and judges within the District of Connecticut to plan, staff, and schedule outreach programs.
- Advertise, recruit, and manage communication with student participants and attorney volunteers involved in the Hon. Warren W. Eginton Justice Institute. Manage the Justice Institute's Clothes Closet. Participate in the planning and execution of the weeklong Justice Institute held each summer.
- Actively participate in the Public Outreach Committee.
- Collaborate on engagement efforts, including strategic outreach planning, branding, educational materials, and promotional activities.
- Manage various projects, training sessions, and programs associated with the District of Connecticut's Public Outreach program, including, but not limited to, coordinating and attending after-school programs at area schools.

Qualifications:

Knowledge of the terms and processes used for court calendars and dockets. Skill in preparing documents, compiling data, and preparing statistical reports using the applicable software and databases. Knowledge of local jury plan, administrative directives, and other policies and procedures regarding the administration of jury panels, as well as the rights and responsibilities of jurors. Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct orientations, including speaking before groups of jurors, attorneys, judges, and the public. Must possess effective interpersonal skills and presentation skills. Must demonstrate effective public speaking skills. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration. Ability to work well with others and interact with judges, the court unit executive, court managers, court staff, attorneys, and the public. Skill in entering and checking data into a computerized database. Ability to use office machines needed to prepare and process summons notices and correspondence. Demonstrate proficiency in the use of computers and applications such as Microsoft Word, Teams, PowerPoint, Adobe Acrobat, Box.com, GovDelivery, and Outlook. Excellent organizational and time management skills. Skill in planning, organizing, and managing logistics of programs. Ability to develop and deliver various educational programs that are consistent with the Court's public outreach goals and needs. Ability to handle multiple priorities and follow up on pending/outstanding tasks or assignments.

How to Apply:

Submit resume, with cover letter, Application for Employment (AO78), and salary history, by email only, to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

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

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

Benefits:

- A minimum of 11 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 District of Connecticut is an Equal Opportunity Employer and values diversity and inclusion.