



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

### Vacancy Announcement 14-13

---

<b>POSITION:</b> Jury Administrator	<b>NUMBER OF POSITIONS:</b> One (1)
<b>DUTY STATION:</b> Cleveland, Ohio	<b>GRADE/SALARY RANGE</b> CL 26/CL 27 (\$43,870 - \$78,393)
<b>POSITION TYPE:</b> Full-Time Permanent	<b>AREA OF CONSIDERATION:</b> All qualified applicants
<b>OPENING DATE:</b> 11/07/2014	<b>CLOSING DATE:</b> Applications preferred by 11/21/2014. Open until filled.

---

The U.S. District Court for the Northern District of Ohio, Clerk's Office, has an immediate opening for a Jury Administrator in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. Promotion potential to CL 27 without further competition.

#### **JOB SUMMARY AND REPRESENTATIVE DUTES**

The Jury Administrator, under the direction of the Clerk of Court, oversees the overall automated jury system for both petit and grand juries and is responsible for the system's efficient operation. Duties will include, but are not limited to:

- Maintain and manage the jury system and jury wheels. Monitor court calendars (and/or coordinate with courtroom deputies or others) to determine appropriate number of jurors needed. Perform duties relating to sequestration of jurors. Refill master wheel as required to supply juror candidates.
- Perform duties relating to master wheel refill and grand jury selection. Monitor and record juror attendance and selection. Provide support and assist jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry and preparing excusal letters).
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, or other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Respond to juror inquiries and requests (in person, by phone, and in writing). Resolve juror candidate requests for deferral, waivers, or special needs. Conduct orientation and provide information to juror candidates and selected jurors. Attend courtroom proceedings and answer questions related to juror candidates.
- Enter and compile information regarding empanelled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- Provide training, guidance, and formal supervision for other employees performing jury administration work.

## QUALIFICATIONS

To qualify for CL 26, applicants must have one year of specialized experience with one year equivalent to work at CL 25. To qualify for CL 27, applicants must have two years of specialized experience with one year equivalent to work at CL 26.

**Specialized Experience:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

## PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university. Knowledge of legal terminology and processes. Knowledge of the Jury Management System (JMS) and the Case Management/Electronic Case Filing (CM/ECF) system.

## REQUIRED SKILLS

- Ability to manage time wisely to select, prepare, and orient jury candidates efficiently and effectively and according to the needs of the judge and the court
- Knowledge, skill, and ability to train, lead, and guide other jury staff in performing jury administration duties
- Ability to communicate effectively, orally and in writing to individuals and groups to provide information and conduct orientations
- 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
- Skill in entering and checking data in a computerized database. Ability to use office machines needed to prepare and process summons, notices, and correspondence. Skill in mathematics, basic accounting, and creating statistical worksheets using applicable software

## CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted. Any applicant selected for the position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. The outside practice of law is prohibited.

## INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the Court's web site [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov).

## BENEFITS

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized health and life insurance plans
- Choice of supplemental dental and vision insurance
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan (a retirement savings plan similar to 401(k) plans)
- Optional long-term disability and long-term care insurance

- Optional participation in the Judiciary Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

### **HOW TO APPLY**

Please submit the following documents to the address below: cover letter, resume, two professional references, and a completed form AO78 (Application for Employment), available at the court's web site [www.ohnd.uscourts.gov/home/careers-in-the-court/](http://www.ohnd.uscourts.gov/home/careers-in-the-court/). Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. E-mailed documents must be in WordPerfect, Microsoft Word, or PDF format. Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court  
Carl B. Stokes U.S. Court House  
Attn: Human Resources Office #14-13  
801 West Superior Avenue  
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.