

UNITED STATES DISTRICT COURT
Middle District of Georgia
www.gamd.uscourts.gov

VACANCY ANNOUNCEMENT

Position:	Jury Specialist
Vacancy No:	2022-01
No. of Vacancies:	1 Full-Time, Permanent
Location:	Macon, Georgia
Opening Date:	January 24, 2022
Closing Date:	February 25, 2022 no later than 5:00 PM EST, or until position is filled with preference given to applications received by 5:00 PM EST on by February 25, 2022
Salary:	CL-25/CL-27 (\$43,767 - \$86,084) <i>Based upon qualifications and experience; promotion potential within the CL 25/27 range without further recruitment.</i>

Description:

The Clerk's Office of the United States District Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time, permanent Jury Specialist. The Jury Specialist primarily performs administrative and customer service responsibilities to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent ensures efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and makes determinations as to juror attendance.

Examples of Duties:

- Manage the court's jury system, processes and procedures.
- 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. Assist in refill of master wheel to supply juror candidates, as required.
- Respond to juror inquiries and requests (in person, by phone, and in writing). Resolve juror candidate requests for deferral, waivers, or special needs. Conducts 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 empaneled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- 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.
- Provide training, guidance, and oversight to other employees performing jury administration work.
- Perform various functions of case management, including docketing, maintaining and processing cases, calendaring and other court services work.
- All other job-related duties as assigned.

Typical Qualifications:

Ability to be flexible and adapt to unanticipated needs and manage multiple tasks and priorities. Skill in the use of automated systems. Ability to communicate information accurately and in a timely manner to individuals inside and outside the court. Attention to detail and the ability to meet deadlines. Exceptional customer service skills.

Minimum Qualification:

Applicants must be a high school graduate or equivalent with a minimum of two years general* experience and at least one year of specialized** experience.

*General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws and involving the routine use of specialized 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:

- Federal jury operations administration experience.
- Prior experience working in a legal or law-related field or court environment.
- Knowledge and skill in use of Microsoft Office and database applications.

Supplemental Information:

Notice to Applicants:

The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are considered AT WILL employees and can be terminated at any time with or without

cause. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States. All new selectees are subject to a background check or investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.

The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing, any of which actions may occur without any prior written or other notice.

How to Apply:

Qualified applicants must apply online at <https://www.governmentjobs.com/careers/gamducourts>

Application packages must include the following:

- (1) a cover letter;
- (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history;
- (3) a list of at least three professional references, with current contact information; and
- (4) an Application for Judicial Branch Federal Employment. Applicants are not required to fill out the Optional Background Information section (Questions 18 – 20) on page 5 of the application. The Application for Judicial Branch Federal Employment is available at <http://www.uscourts.gov/forms/AO078.pdf>

EMPLOYEE BENEFITS:

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year;
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service;
- Paid sick leave in the amount of 13 days per year;
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program;
- Optional participation in the Thrift Savings Plan (TSP);
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs; and
- Optional participation in the Judiciary's Long Term Care Insurance Program.

For more information on benefits, see <http://uscourts.gov/careers/benefits>.