

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Submit Resume To:
Human Resources/Personnel
Room 2013 U.S. Courthouse
75 Ted Turner Drive, SW
Atlanta, Georgia 30303-3309
Opening Date: September 29, 2016
Closing Date: October 14, 2016, or until filled



**JURY SPECIALIST
CL 25
Salary Range: \$40,962 - \$66,576**

The United States District Court Clerk's Office has an opening for a **JURY SPECIALIST**. The Jury Specialist performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with law, approved internal controls, procedures, and rules. The employee in this position ensures the efficient and fair selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and makes determinations as to juror attendance. The Jury Specialist provides assistance and support to the Jury Administrator, such as processing notices, entering data, providing customer service, preparing mailings, conducting jury orientation, and other duties as assigned.

REPRESENTATIVE DUTIES INCLUDE:

- Performs duties related to master wheel refill, petit, and grand jury selection; monitors and records the jury questionnaire process, juror attendance and selection; provides support and assists jurors during jury service.
- Prepares and mails summons notices and forms; processes payments and reimbursements for jurors; prepares attendance certificates on behalf of jurors; processes returned summons (including data entry and preparing excusal letters).
- 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.
- Works with chambers staff, clerk's office staff, U.S. Marshal Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Assists with naturalization ceremonies throughout the year.
- Processes request for name change certificates.
- Performs other duties as may be assigned.

EDUCATION AND QUALIFICATIONS: The successful candidate must be a high school graduate or equivalent and possess at least two years of specialized experience equivalent to work at the

**Jury Specialist
Vacancy Announcement # 16-25**

CL 24 level. A bachelor's degree from an accredited four-year college or university is preferred. Legal/court experience is preferred but not required. Candidates must have excellent interpersonal skills and be able to effectively communicate, both verbally and in writing.

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 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 services organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. The particular knowledge and skills needed to perform the duties of this position include filing, telephone usage, typing, record keeping, compiling and reporting statistical data, and making detailed, accurate entries using computer/PC equipment.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees of the Clerk's Office are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States District Court serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. Any offer of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) an application, Form AO 78, Federal Judicial Branch Application for Employment, (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>). The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #16-25, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened to identify the best qualified and most suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.