

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA

Human Resources/Personnel
Room 2013 U.S. Courthouse
75 Ted Turner Drive, SW
Atlanta, Georgia 30303-3338
Vacancy Announcement: 21-02
Opening Date: October 15, 2020
Closing Date: November 16, 2020
@ 4:45 PM



TEMPORARY GENERALIST CLERK
(JURY)
Starting Salary: \$17.52/hr (CL 23)

The United States District Court Clerk's Office seeks qualified applicants for the position of **TEMPORARY GENERALIST CLERK (JURY)** in the exciting and growing city of Atlanta, Georgia. This is a temporary appointment assisting the jury clerks with refilling the jury wheel for all divisions of the Northern District of Georgia beginning January 2021 not to exceed 180 days. If workload justifies, the court may extend the temporary appointment.

REPRESENTATIVE DUTIES MAY INCLUDE:

- Assist in the preparation and mailing of juror qualification letters. Assist in the receipt, processing, and sorting of qualification questionnaires. File, sort, and process juror qualification summonses according to summons dates. Process incoming mail.
- Accurately scan prospective juror questionnaires.
- Determine from an examination of returned questionnaires those persons who are qualified to serve as jurors under applicable statutes and local rules.
- Make detailed, accurate entries using computer equipment.
- Assist in completing follow-up procedures with persons who fail to respond to jury questionnaires, and take appropriate action to ensure compliance.
- Prepare correspondence to prospective jurors regarding incomplete questionnaires and failure to return questionnaires.
- Respond to public inquiries by telephone and in person, and assist jurors with daily jury office operations.
- Perform other duties as assigned

MANDATORY QUALIFICATIONS: The successful candidate must be a high school graduate or equivalent and possess two years of general experience. General experience is defined as progressively responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone usage, typing, and record keeping. One year of specialized experience may be considered for a higher starting salary. Specialized experience is defined as progressively responsible clerical or administrative experience related to the processing of legal documents such as might be found in a law office or another court. The candidate should be comfortable learning new computer programs.

PREFERRED QUALIFICATIONS: Preference will be given to candidates with a college degree.

**Vacancy Announcement # 21-02
Temporary Generalist Clerk (Jury)**

SPECIAL REQUIREMENT: Applicants must be able to lift up to 40 pounds (tubs of juror questionnaires).

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. 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. All offers 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 United States citizens 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 the judicial branch is comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service positions.

BENEFITS: An appointment for 90 days or more entitles the appointee to health insurance benefits and eligibility to accrue annual and sick leave hours.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. 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 #21-02, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. Applications will be received until 4:45 PM on Monday, November 16, 2020. All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.