

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Jury Administrator	Announcement #:	16-CO-04
Appointment Type:	Full-time; permanent	Location:	Charleston, WV
Starting Salary:	CL 26 – CL 27 (\$42,644 - \$76,152) <i>Starting salary depends upon experience, qualifications, and current CL.</i>		
Promotion Potential:	Up to CL 27 without competition.		
Opening Date:	December 24, 2015		
Closing Date:	Open until filled. Applications received by January 15, 2016 will receive first consideration.		
Open To:	All qualified applicants		

Job Summary:

The Jury Administrator, under the direction of the Clerk of Court, oversees the overall jury system for both petit and grand juries and is responsible for the system's efficient operation, in accordance with approved internal controls, procedures, rules, and regulations. The Jury Administrator performs administrative and customer service duties related to the selection, qualification, summoning, orientation, management, and payment of jurors, while ensuring a random selection from a cross section of the community wherein the court convenes. The incumbent ensures an efficient process and maintains the accuracy and integrity of the jury management system. In addition, the incumbent oversees the naturalization ceremonies and attorney admissions processes.

Representative Duties:

- 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.
- Under the direction of the Clerk of Court, 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.
- Ensure refreshments are provided for jurors.

- Enter and compile information regarding empanelled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- Perform duties associated with attorney admissions and naturalization ceremonies.
- Reformat court reporter tapes for transcription.
- Under the direction of the Clerk of court, provide guidance to other court employees temporarily performing jury administration work.
- Other Clerk's Office duties as assigned.

Qualifications:

- At least one year of specialized experience equivalent to work at the CL-25.
- Skill in preparing documents, compiling, auditing and analyzing data, and preparing reports using the applicable software and databases.
- Ability to make independent decisions.
- Ability to manage time wisely to select, prepare, and orient jury candidates efficiently and effectively according to the needs of the judge and the court.
- 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.

Court-Preferred Skills and Qualifications:

- Knowledge of the terms and processes used for court calendars and dockets.
- Knowledge of local jury plan.
- Bachelor's Degree preferred, but not required.

Employee Benefits:

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

Information for Applicants:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon

request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

Application Process:

To apply, applicants must submit a current résumé and cover letter indicating they are applying to Jury Administrator vacancy #16-CO-04, along with a narrative statement addressing (1) their relevant education, experience, skills, and abilities which qualify them for the position and (2) their vision for the position and how they would approach the job if selected. Application materials must be submitted to and received by Ms. Korin Parsons, HR Specialist, at Korin_Parsons@wvsd.uscourts.gov, by **January 15, 2016** to receive first consideration.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.