



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

EMPLOYMENT OPPORTUNITY

Position:	Jury Administrator	Announcement #:	25-CO-06
Appointment Type:	Full-time, Regular	Location:	Charleston, WV
Starting Salary:	CL 26 – CL 27 (\$53,839 – \$96,147) <i>Starting salary depends upon experience, qualifications, and prior Federal experience.</i>		
Promotion Potential:	Up to CL 27 (\$59,133 – \$96,147) without further competition.		
Opening Date:	September 22, 2025		
Closing Date:	Open until filled. Applications received by October 6, 2025 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, and rules. 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 serves as the custodial officer for non-automation equipment inventory according to internal control guidelines.

The Clerk's Office of the U.S. District Court for the Southern District of West Virginia has points of holding court located in Beckley, Bluefield, and Huntington, with the main office located in Charleston, West Virginia. The Clerk's Office is comprised of 40 employees who support five active Article III judges, two senior Article III judges, and three full-time magistrate judges. We are part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies, such as remote work and performance management.

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 empaneled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- Under the direction of the Clerk of Court, provide guidance to other court employees temporarily performing jury administration work.
- Perform duties associated with naturalization ceremonies.
- Perform custodial officer duties, including physical sightings of furniture, verification of property items, tagging new items and entering items into the Court's inventory control system.
- Other Clerk's Office duties as assigned.

Qualifications:

- To be appointed at CL-26, must have at least one year of specialized experience equivalent to work at the CL-25. To be appointed at CL-27, must have at least two years of specialized experience equivalent to work at CL-26. *Specialized experience is defined as progressively responsible clerical, administrative, or operational experience, requiring the regular and recurring application of procedures in, or closely related to the work of the position that demonstrates the ability to apply a body of rules, regulations, directives, or law.*
- 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, conduct orientations, and provide training.
- Ability to interact tactfully with a wide variety of individuals.
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Court-Preferred Skills and Qualifications:

- Exceptional professional and inherent customer service skills. The preferred applicant should have the ability to manage a heavy volume of demanding telephone calls.
- Exceptional verbal and written communication skills.
- 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
- 11 paid holidays per year
- Federal Employees Retirement System – Defined Benefit Retirement Program - like a pension
- Thrift Savings Plan - retirement savings and investment plan – like a 401(k), up to 5% matching
- Health, Vision, Dental, and Life Insurance Programs
- Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses)
- Employee Assistance Program (no cost counseling and work/life services)
- Regular salary increases – performance and cost of living
- Learning and Development Tuition Assistance
- Public Service Loan Forgiveness ([PSLF](#))
- Onsite physical fitness facility
- Paid parking
- Part-time Telework available after a training period based on the needs of the workload and determined by the supervisor

Information for Applicants:

The United States District Court is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) 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. The selected candidate is subject to a background check, including FBI fingerprint check, and can be appointed provisionally, pending a favorable suitability determination.

Application Process:

Qualified applicants must submit the following in a **single PDF document**:

- Cover letter;
- Résumé; and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (Completion of Optional Background Information section, #19-21 is not required).

Application packets should be submitted via email to Human_Resources@wvsd.uscourts.gov, referencing vacancy **#25-CO-06 Jury Administrator** in the subject line. To receive first consideration, application materials must be received by **October 6, 2025**, but the position will remain open until filled.

Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application. 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, equity, and inclusivity in the workplace.