

UNITED STATES DISTRICT COURT

Western District of Kentucky
Announcement Number 20-04



POSITION: Jury Administrator

LOCATION: Louisville, Kentucky

STARTING SALARY: CL-26 (\$46,600 - \$75,750) to CL-27 (\$49,772 - \$80,933)
If hired at CL-26, Promotion potential to CL-27 without further competition.

CLOSING DATE: January 31 by 5:00pm EST
No Late Applications Accepted

POSITION OVERVIEW:

This position is located in the Clerk's Office of the United States District Court in Louisville, Kentucky. Jury Administrators manage the entire jury process from beginning to end, ensuring the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries.

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.
- 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.
- 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.
- Enter and compile information regarding empaneled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- Provide training, guidance, and supervision for other employees performing jury administration work.
- Perform other duties as assigned.

QUALIFICATIONS:

A bachelor's degree from an accredited college or university is required. Applicant must have a minimum of one year of specialized experience as described below in order to be considered for the position. A minimum of two years of specialized experience is required for placement at the CL-27 level.

The preferred applicant must also demonstrate knowledge of the Jury Act and the Court's Jury Selection Plan, as well as skill in the use of the court's automated jury program.

Specialized experience includes the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws to jury administration. Specialized experience also involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation.

Candidates must also demonstrate:

- Excellent organizational skill and experience handling multiple tasks and projects;
- Superior oral and written communication skills;
- Knowledge of legal terminology and processes;
- Demonstrated ability to work with a variety of automated systems;
- Ability to work with strict deadlines in a fast-paced environment

BENEFITS:

Employees of the U.S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional Long-term Care Insurance
- Credit for prior federal government service
- Onsite fitness center and health unit

INFORMATION FOR APPLICANTS:

- This position is regular and full-time.
- Applicant must be a U.S. Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

HOW TO APPLY:

Submit cover letter describing relevant experience, resume, and three references to:

Careers@kywd.uscourts.gov

Emailed documents **MUST BE PDF FORMAT** for acceptance.

Applications submitted in any other manner or format will not be considered.

For additional information on the United States District Court, visit our web site at:

www.kywd.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER