



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**

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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: ASSISTANT JURY ADMINISTRATOR

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 19-DSC-22

OPENING DATE: MONDAY, JULY 29, 2019

1ST CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM
CENTRAL/STANDARD TIME, **FRIDAY, AUGUST 16, 2019** WILL BE
CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**).

JOB CLASSIFICATION/GRADE: CL-25/26

SALARY RANGE: \$41,140 - \$73,637 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The Assistant Jury Administrator performs administrative, customer service, and financial responsibilities to evaluate, summon and prepare potential jurors for jury selection and service in accordance with approved internal controls, procedures, rules and applicable statutory and constitutional requirements. The incumbent ensures efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries. The Assistant Jury Administrator provides assistance and backup coverage to the Jury Administrator and provides training, guidance, and oversight to the Jury Specialist. The incumbent will be expected to become proficient in the duties of the Jury Administrator and able to perform those duties independently in his/her absence.

REPRESENTATIVE DUTIES:

- Assist the Jury Administrator in the day-to-day execution of the district Jury Plan.
- Perform duties of the Jury Administrator in his/her absence.
- Perform duties of the Jury Specialist in charge of excuses and deferrals in his/her absence.
- Assist jurors by mail, email and telephone, as well as in person, regarding requests for excuses, partial excuses and deferrals, and answer questions about payment.
- Assist with managing and orienting jurors on selection day.
- Assist with empanelling and preparation of voir dire paperwork on selection day.
- Assist with managing and orienting jurors summoned to complete pre-screening questionnaires.
- Assist in the grand jury selection process, including creating ballots for random selection, and recording the results in open court.

- Maintain attendance, parking voucher, and payroll records for grand and petit jurors.
- Prepare and submit expense vouchers for jurors in travel status.
- Prepare and submit monthly jury statistical reports for the AO.
- Prepare and mail qualification questionnaires, summonses, notices and informational forms.
- Evaluate juror qualification questionnaires and summons responses in accordance with the district Jury Plan.
- Work with chambers staff, the U.S. Marshals, the U.S. Attorney, and outside customer support and software vendors to ensure smooth operations of the Jury Unit.
- Determine the proper number of participants to summon each month and the number to notice to appear on specific dates based on the needs of the court.
- Utilize the court's JMS jury management software and AJIS automated telephone system independently and proficiently.
- Be available to be contacted on short notice on weekends and after hours to make changes to participants' reporting schedules and to send outgoing communications to the participants reflecting those changes.
- Additional duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIREMENTS:

Applicant must be a high school graduate or equivalent with a minimum of two years general experience and at least one year of specialized experience equivalent to a CL-24.

To qualify for appointment to this position at a level CL-25, the applicant must have a minimum of one year of specialized experience equivalent to a CL-24. Promotion to CL-26 without further competition is conditioned upon

- One year of service at the CL-25 level
- Satisfactory completion within a reasonable time period of a mandatory training and mentoring program such that the employee is working independently and successfully performing the duties of the Assistant Jury Administrator **and**
- Demonstrated ability to perform the duties of the Jury Administrator in his/her absence.

To qualify for appointment to this position at a level CL-26, the applicant must have a minimum of one year of specialized experience equivalent to a CL-25 and demonstrate the ability to independently perform the duties of the Jury Administrator in his/her absence. If the applicant is currently at a CL-25 level and is hired at a CL-25 level, promotion to CL-26 without further competition is conditioned upon

- One year of service at the CL-25 level
- Satisfactory completion within a reasonable time period of a mandatory training and mentoring program such that the employee is working independently and successfully performing the duties of the Assistant Jury Administrator **and**
- Demonstrated ability to perform the duties of the Jury Administrator in his/her absence.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures demonstrating the ability to apply a body of rules, regulations, directives, or

laws and involving 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 service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

ADDITIONAL QUALIFICATIONS:

This position involves extensive communication by phone, by email, and in person with the public, chambers staff, and other court users. The ability to communicate courteously, patiently, respectfully, and accurately is required.

Applicants must possess excellent computer and typing skills including skills in word processing, scanning and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. The ability to communicate effectively verbally and in writing is required since frequent contact is with a wide variety of individuals. Excellent grammar in verbal and written communications and excellent spelling is required.

This position frequently requires reporting for duty at 7:00 a.m. on jury selection days and being contacted after hours and on weekends regarding jury reporting schedules.

PREFERRED QUALIFICATIONS:

A Bachelor's Degree from an accredited four-year college or university and/or paralegal certification is strongly preferred.

Experience working in a Jury Unit in federal or state court using JMS and AJIS software is strongly preferred. Experience demonstrating excellent customer service skills is also preferred.

The Clerk's Office offers an opportunity for a team player with a professional attitude who is self-motivated, detail oriented and organized, with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and the ability to multi-task.

BENEFITS:

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer