



**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: JURY ADMINISTRATOR
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 17-DSC-15
OPENING DATE: THURSDAY, JUNE 8, 2017
CLOSING DATE: THURSDAY, JUNE 22, 2017 APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM CENTRAL/STANDARD TIME, (OR UNTIL FILLED).
JOB CLASSIFICATION/GRADE: CL-27/28
SALARY RANGE: \$48,170 - 93,831 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Jury Administrator. The Jury Administrator manages the overall jury system for both petit and grand jurors and is responsible for the system's efficient operation. The incumbent performs duties related to the selection, qualification, summoning, orientation, management, and payment of jurors. The Jury Administrator directs and trains staff and ensures compliance with the appropriate national and local jury guidelines, policies, and procedures, as well as state and local courts' systems and policies. The Jury Administrator also prepares standard and non-standard statistical and financial reports for judges and court unit executives.

REPRESENTATIVE DUTIES:

- Manage and oversee the Jury Unit for the district. Supervise Jury Unit employees. Responsible for effective and efficient operation of the Jury section. Provide leadership and direction essential to the effective management of staff in the administration of the Jury section. Communicate policies, procedures, and management objectives to the Jury staff to enhance efficiency and productivity, including the development and maintenance of jury operations manuals. Develop and conduct employee performance evaluations
- Manage and maintain the district court's jury processes. Ensure all jury operations are consistent with internal controls, procedures, rules, regulations and the district's Jury Plan, U.S. Code, and case law. Assist with the review and update of the Jury Plan as required. Assist or represent the Clerk in performing the duties required of the Clerk.
- Analyze the jury system, make recommendations, and implement efficiencies to the Jury Management System, incorporating such strategies as jury pooling, staggered jury report times, and other practices to reduce costs and maximize jury utilization.
- Direct duties related to the creation and supplementation of the master wheel. Determine the number of prospective

jurors needed to fill the master wheel based on analysis of past trends and occurrences and a projection of future needs. Create jury wheel lists, including master, term, and panel, for both general and qualified jurors.

- Oversee the preparation and mailing of summonses, notices, and forms. Determine an appropriate number of juror qualification questionnaires to be mailed based on an estimated percentage of form returns. Manage the juror qualification process. Determine and apply statutes and local rules. Oversee follow-up procedures on persons who fail to respond to questionnaires or jury summonses and take appropriate action to ensure compliance. Manage the district's juror failure to appear procedures. Make decisions to grant or deny requests for deferral of service, along with follow-up on non-compliant jurors, including preparation of orders to show cause for the judge ruling on jury matters.
- Recommend to the judges the number of jurors to be summoned in special circumstances. Monitor court calendars and/or coordinate with case managers or others to determine appropriate numbers of jurors needed for trials. Monitor the district's JS-12 on a regular basis and report statistics to the Clerk of Court and Chief Deputy Clerk.
- Work with chambers' staff, Clerk's Office staff, U.S. Marshal's Service, or other groups to ensure the smooth operation of high-profile or protracted jury trials. Assist in making arrangements and performing duties relating to juror sequestration. Manage the summoning and jury handling procedures for anonymous juries.
- Assist in determining court policy as to sizes of jury panels for various types of trials, and provide information and guidance regarding the district's juror NSSC rate.
- Manage and direct jury processes for creating juror pools and juror panels to appear and complete voir dire pre-screening questionnaires.
- Maintain and update inbound and outbound telephone calls through use of an interactive voice response system or online resources for summoned jurors, including AJIS. Develop and maintain juror information for the Court's Internet site. Respond to juror inquiries and requests in person, by phone, and in writing.
- Develop and update orientation materials. Conduct juror orientation and assist jurors with logistical needs. Ensure jurors are oriented regarding all aspects of jury service, including service payment, excuses, reporting, absences and Jury Act rights. Oversee the preparation of juror certificates.
- Monitor and record juror attendance for management of their service and payment.
- Prepare vouchers for jury and vendor payments, including juror fees, mileage, lodging, and parking costs, as applicable. Prepare annual tax statements regarding juror compensation.
- Prepare monthly jury statistical reports for the Administrative Office. Prepare reports and memoranda regarding jury administration for the Clerk of Court and Chief Deputy.
- Maintain grand jury attendance and payment files. Prepare grand jury selection documents and assist the Court as a case manager in the grand jury selection.
- Maintain and manage all petit and grand jury records, including those for the Jury Selection and Service Act, 28 U.S.C. § 1861, et seq, juror qualifications, juror subpoena, or failure to appear, juror pre-screening questionnaire procedures and all juror payments.
- Serve as a part of the Clerk's Office management team to support other supervisors and uphold the responsibilities and duties of the Eastern District of Louisiana's Clerk's Office and the Court.
- Communicate effectively orally and in writing to individuals and groups to provide information and conduct orientations. Communicate and respond to management or judicial requests regarding jury operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules and procedures. Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Other duties as assigned.

QUALIFICATIONS:

To qualify for the CL-27, applicants must be a high school graduate or equivalent with a minimum of two years of specialized experience with one year equivalent to work at a CL-26.

To qualify for the CL-28, applicants must be a high school graduate or equivalent with a minimum of two years of specialized experience with one year equivalent to work at a CL-27.

General experience is defined as progressively responsible clerical or administrative experience 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 administrative, technical, professional, supervisory or managerial 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.

Applicants must possess excellent computer and typing skills including skills in word processing, scanning and uploading PDF documents, e-mail 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 in writing is required since frequent contact is with a wide variety of individuals. Excellent knowledge of language usage, grammar, and spelling is required in written communications. Excellent oral communication skills are required.

To qualify for the position, an individual must possess:

- Skill in developing the interpersonal work relationships needed to lead a team of employees;
- The ability to exercise mature judgment;
- Supervisory and/or leadership experience that demonstrates knowledge of the basic concepts, principles, and theories of management;
- The ability to understand the managerial policies applicable to the judiciary unit involved;
- The ability to work effectively with a wide variety of people, and organize, oversee, and complete projects; and
- Exceptional interpersonal and customer service skills.

PREFERRED QUALIFICATIONS:

- Two or more years specialized experience working with the Juror Management Systems (JMS) software and in working in a federal court jury unit in the jury summoning, qualification, and selection process;
- A mature, self-motivated person with a professional attitude able to handle high levels of responsibility;
- Completion of a bachelor's degree, such as a degree in business, criminal justice, management science, political science, public administration, or a related field, is highly preferred.

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