



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

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CAROL L. MICHEL
CLERK OF COURT

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CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: JURY SPECIALIST

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 21-DSC-12

OPENING DATE: WEDNESDAY, NOVEMBER 24, 2021

CLOSING DATE: APPLICATIONS RECEIVED BY **WEDNESDAY, DECEMBER 8, 2021** AT 5:00 P.M. CENTRAL TIME WILL BE CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**).

JOB CLASSIFICATION/GRADE: CL-25 (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)

SALARY RANGE: \$42,747 - \$69,462 (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 Specialist**. The Jury Specialist assists the Jury Administrator in providing the district and magistrate judges with potential jurors for voir dire selection on a weekly basis that conform to state and federal standards for qualified jurors and who are randomly selected through consistent processes that meet federal standards to ensure appropriate demographic representation. The Jury Specialist is primarily responsible for fairly and efficiently performing a number of duties related to contacting, qualifying, excusing, summoning, and orienting petit and grand jurors. The Jury Specialist assists in keeping accurate department records regarding attendance, payment and excuse/deferral requests.

REPRESENTATIVE DUTIES:

- Assist the Jury Administrator in the day-to-day execution of the district Jury Plan.
- Assist jurors by mail, email and telephone regarding requests for excuses, partial excuses and deferrals, and questions regarding payment. Be knowledgeable of the procedural requirements for excuses and deferrals, and convey this information to members of the public. Represent the court to the public in a professional and courteous manner.
- Present excuses requiring review by a Judge to chambers weekly, providing additional information as needed.
- Assist with juror check-in and orientation on selection day. Prepare the space and accommodations in advance. Brief the jurors and assist with last minute excuses.
- Assist with empaneling and preparation of voir dire paperwork on selection day.
- Assist with maintaining attendance, parking voucher and payroll records for grand and petit jurors as needed.

- Assist with maintaining and updating demographic and other information on juror candidates.
- Prepare and mail qualification questionnaires, summonses, notices and informational forms. Sort, scan and maintain returned records and electronic correspondence in a confidential and orderly manner. Update jurors' information in the Jury Management Software ("JMS") system on an on-going basis.
- Evaluate juror qualification questionnaires and summons responses in accordance with the district Jury Plan.
- Work with chambers staff, the U.S. Marshals, and the U.S. Attorney to ensure smooth operations of the Jury Unit.
- Utilize the court's "JMS" software, and Jury email account.
- Assist with maintaining and updating the inbound and outbound telephone messages to the public through the use of an interactive voice response system.
- Additional duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with a minimum of two years general experience and at least one year of specialized experience.

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.

PREFERRED QUALIFICATIONS:

This position involves extensive communication by phone, by email, and in person with the public, chambers staff, and other court users. Customer service experience is highly desirable. 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. Good knowledge of language usage, grammar, and spelling is required.

A Bachelor's Degree is 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 eleven (11) 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. (See [Citizenship Requirements](#)).

Qualified candidates should submit **one PDF document** that contains:

- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

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**.

All application materials must be submitted ELECTRONICALLY, no exceptions, to:
HRadmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. 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 Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. 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