



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
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NOTICE OF POSITION VACANCY

POSITION TITLE: JURY SPECIALIST

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 24-DSC-26

OPENING DATE: THURSDAY, NOVEMBER 7, 2024

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **THURSDAY, NOVEMBER 21, 2024**, 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: \$47,966 - \$77,966 (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:

- Perform duties relating to the preparation and mailing of juror qualification materials.
- Assist in the receipt, processing, and sorting of qualification questionnaires.
- File, sort, and process juror qualification summonses and process incoming jury mail.
- Assist with the coordination of jury panels for judges on empanelment day, including monitoring and recording juror attendance and assisting with juror orientations.
- Prepare and mail summons notices and forms and prepare attendance certificates on behalf of jurors.
- Process returned summons (including data entry and preparing excusal letters).
- Operate the Court's Jury Management System (JMS) and e-juror component of JMS and other automated systems.
- Answer a high volume of telephone calls and emails from prospective jurors seeking guidance about their service to the Court. Represent the court to the public in a professional and courteous manner.
- Greet jurors and welcome them to the Court; brief them on Court procedures and jury service.
- Assist potential jurors with the check-in process and daily parking validation and answer questions.
- Assist with completing follow-up procedures to prospective jurors with incomplete questionnaires and persons failing to return their questionnaires.

- Assist the Jury Administrator in the day-to-day execution of the district Jury Plan.
- Perform other 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:

The position requires excellent computer skills, writing skills, and the ability to learn and apply federal and local rules. Experience with a variety of computer software applications scanning, and image creation is highly desired. It also requires a high level of proficiency in communication across multiple channels, including phone, email, and in-person interactions with the public, Court staff, and other stakeholders. Exceptional customer service experience is highly desirable, along with the ability to communicate in a courteous, patient, respectful, and precise manner.

Candidates must demonstrate proficient computer and typing skills, particularly in word processing, document scanning, and PDF management, as well as competency in email and web navigation. Dependability and accountability are essential attributes, underscoring a commitment to professional standards and reliability.

This role demands a highly organized individual with superior time management skills, capable of prioritizing tasks effectively in a dynamic environment. Attention to detail and accuracy are paramount, as the position involves handling a variety of assignments that require meticulous execution. Additionally, strong verbal and written communication skills, including a solid understanding of language, grammar, and spelling, are required to ensure effective interaction with a diverse range of individuals.

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*****

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**.

Please email your complete applicant 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](#). Applicants who are interviewed and employees are subject to the court's [Employment Dispute Resolution \(EDR\) Plan](#). 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. 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