



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK
WWW.LAED.USCOURTS.GOV

CAROL L. MICHEL
CLERK OF COURT

BRANDON C. BRISCOE
CHIEF DEPUTY

LILIAN V. PASCONE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: ASSISTANT JURY ADMINISTRATOR

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 24-DSC-28

OPENING DATE: MONDAY, NOVEMBER 25, 2024

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **MONDAY, DECEMBER 9, 2024** WILL BE CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**).

JOB CLASSIFICATION/GRADE: CL-25/CL-26 (IF HIRED AT A CL-25, POSSIBILITY OF PROMOTION TO THE NEXT GRADE EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE.)

SALARY RANGE: \$47,966 - \$85,844 (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 **Assistant Jury Administrator**. 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. Answer questions about payment and parking reimbursement.
- Assist with managing and orienting jurors on selection day, which may include arriving early to the courthouse.
- Assist with empaneling 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.
- Assist Jury Administrator with creation of new jury wheels in accord with the district's jury plan.
- Assist Jury Administrator with collecting information and drafting responses to jury challenges.
- Research databases to for juror's updated contact information.
- Assist in jury questionnaire audits and failure to appear dockets.
- 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:

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 and experience working in a jury unit in state or federal court are preferred. Experience working in a federal court jury unit strongly 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