



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

JURY CLERK

ANNOUNCEMENT NUMBER 18-WAW-04

ANNOUNCEMENT DATE January 29, 2018

CLOSING DATE Open until filled with preference given to resumes received by February 19, 2018

The United States District Court for the Western District of Washington is seeking an articulate, self-motivated and detail minded individual to join our Jury Administration team. Jury clerks interact extensively with the public, attorneys and court staff for the purpose of jury administration, selection, and management. The position requires exceptional customer service, communication skills, professionalism and discretion.

The jury clerk is part of a self-directed team. The team is responsible for recruiting, training, and performance management. This requires the successful candidate to display responsibility, flexibility, and a desire to work collaboratively within the team and the Clerk's Office as a whole.

This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. Periodic travel to the federal courthouse in Tacoma, Washington is required.

REPRESENTATIVE DUTIES

- Manage all aspects of grand jury administration, including the selection process; recording attendance, statistical reporting, and other duties related to the operational and logistical support of the grand jurors, while maintaining strict confidentiality of the grand jury process.
- Manage the juror qualification questionnaire process utilizing scanning technology and the Jury Management System (JMS). Follow statutory requirements and court policies on determining the appropriate status.
- Process payments and reimbursements for jurors by verifying juror information, mileage, and expenses, while confirming the accuracy of all payments.
- Operate the court's Jury Management System (JMS), the e-Juror component of JMS, and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Monitor court calendars to determine the appropriate number of jurors needed for all jury trial proceedings.
- Coordinate jury administration activity with judges, chambers' staff, Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of jury trials. Coordinate with magistrate judges and the U.S. Attorney's Office for grand jury empanelment and ensure quorum for scheduled grand jury proceedings.
- Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom or meeting room.
- Prepare and provide statistical data on petit and/or grand jury panels.
- Open mail following established protocols, process incoming mail, perform routine data entry, and answer numerous inquiries either in person or on the phone.

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • High school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical, or professional experience. Knowledge of Microsoft Word required. • Collaborative and consensus-building work style with the ability to adjust responsively to a variety of audiences. • Ability to communicate accurately and professionally with judges, chambers staff, Clerk’s Office staff, jurors, members of the bar, and the public. • Ability to speak in front of large groups of people for the purpose of orientation and providing instruction, answering questions, and providing guidance on the jury process. • Ability to maintain composure under stress, while adapting to unanticipated problems. • Strong attention to detail and organizational skills, and the ability to multi-task. • Ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive materials.
<p>PREFERRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Preference will be given to applicants with current or prior judiciary experience. • Proficiency with a wide range of technology, including Microsoft Office, SharePoint and Adobe Acrobat. • A bachelor’s degree from an accredited university.
<p>SALARY RANGE</p>	<p>Court Personnel System Classification Level: CL25, Step 1 – 61, \$43,880 - \$71,354 Depending on experience and qualifications.</p>
<p>BENEFITS</p>	<p>The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, visit www.uscourts.gov</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume • Narrative statement of no more than one page that answers the following question: <i>Describe a time you made a presentation or spoke in front of a large group of people. What went well, and what would you do differently in the future?</i> <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov or</p> <p>Human Resources (#18-WAW-04) U.S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p>
	<p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel at their own expense.</p>

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted for top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

The United States District Court is an equal opportunity employer and values diversity in the work place.