

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date:	August 27, 2024
Vacancy Number:	JC-2024
Position Title:	Jury Clerk
Salary Range:	CL 24 \$44,458-\$72,308 CL 25 \$49,120-\$79,841 CL 26 \$54,101-\$87,909 Classification dependent on experience
Position Location:	St. Louis, MO
Closing Date:	Open until filled.

Position Summary

The Jury Clerk performs administrative and customer service responsibilities to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. 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; and makes determinations as to juror attendance. The Jury Clerk provides assistance and backup support to the Jury Administrator.

Summary of Representative Duties and Responsibilities

Jury Clerk:

- Serve as jury operations administrator in the absence of the Jury Administrator; and assist in the day-to-day management of the court's jury system, processes, and procedures.
- Assist in maintaining and managing the jury system and jury wheels.
- Monitor court calendars (and/or coordinate with courtroom deputies or others) to determine appropriate number of jurors needed.
- Perform duties relating to sequestration of jurors.
- Assist in responding to juror inquiries and requests (in person, by phone, and in writing).
- Resolve juror candidate requests for deferral, waivers, or special needs.
- Assist in conducting orientation and provide information to juror candidates and selected jurors.
- Attend courtroom proceedings and answer questions related to juror candidates.
- Enter and compile information regarding empaneled jurors.
- Prepare and provide information and/or reports for judges and others regarding jury panels.
- Monitor and record juror attendance and selection.
- Provide support and assist jurors during jury service.
- Prepare and mail summons notices and forms.
- Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors.

- Process returned summons (including data entry and preparing excusal letters).
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors.
- Maintain and update demographic and other information on juror candidates.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, or other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Other duties as assigned.

Minimum Qualifications and/or Educational Requirements

Excellent communication and organizational skills are required; computer experience is essential. Must be able to work effectively as part of a team. A degree preferred or equivalent experience in lieu of degree, experience directly related to court services or other related area is preferred.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Generous Paid Time Off Program
Public Service Loan Forgiveness
Defined Benefit Pension Plan
Long-Term Care Insurance
Parking/Commuter Benefit Program
Work Life Services

Eleven Paid Holidays
Group Health, Dental, Vision and Life Insurance
Defined Contribution Plan (TSP) with Employer Match
Health and Dependent Flexible Spending Accounts
Employee Assistance Program
Virtual Judiciary Online University

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- Statement of interest with an explanation of reason you qualify.
- Current resume
- Completed application for judicial branch employment, form AO-78 (available at https://jnet.ao.dcn/sites/default/files/forms/pdf/AO_078-08-2024_1.pdf)
- Contact information for three professional references.

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court
Eastern District of Missouri
Attn: Rachel Johnson (JC-2024)
Room 3.300

111 South 10th Street
St. Louis, MO 63102
Moed_employment@moed.uscourts.gov

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, 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 of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer