



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JURY SPECIALIST

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
18-14

Posting Date:
10/11/2018

Closing Date:
11/12/2018

Duty Station:
Detroit, MI

Classification Level:
CL 25

Starting Salary Range:
\$ 44,280- \$55,369

CL 25 Salary Range:
\$44,280-\$72,004

**Number of Positions
Available:**
1

Position Open to:
All qualified candidates

The Mission of the Clerk's Office:

This position is located in the Clerk's Office in Detroit, Michigan, reporting directly to the Jury Supervisor. The mission of the Clerk's Office is to assist the Court in the timely disposition of all case matters by providing support services in a manner that renders efficient, effective and courteous service to the general public, jurors, judges, judicial staff members, the federal bar, other federal and state courts, litigants and other governmental agencies.

How a Jury Specialist Supports the Mission:

The employee performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The employee assists in the jury process from beginning to end, and assists in ensuring the Court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system. The employee assists in ensuring efficient and fair operations related to the summoning, qualifications, selection, orientation, management, and payment of jurors for petit and/or grand juries and makes appropriate determinations as to juror attendance.

Work is performed in an office and/or courtroom setting and may occur outside the normal business hours. Occasional travel within the District and lifting may be required.

Juror Activity

- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and or advise jury administrator on non-compliant jurors.
- Work with and coordinate needs and jury activity with chambers' staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Check-in jurors conduct juror orientation and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom.
- Monitor and record the jury questionnaire process, juror attendance, and selection. Provide support and assistance to jurors during jury service.
- Review and verify grand jury returns; provide operational and logistical support for grand jury, as required.

Administrative Activity

- Perform duties relating to master wheel refill and grand jury selection.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors and prepare attendance certificates. Process returned summons, including data entry and preparation of excusal letters.
- Operate the Court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Maintain and update the inbound and outbound telephone calls through use of interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Monitor court calendars to determine the appropriate number of jurors needed for each jury trial day.



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JURY SPECIALIST

Administrative Activity Continued

- Prepare and provide statistical data on petit and/or grand jury panels.
- Prepare, receive, and process juror exit questionnaires.
- Serve as a liaison for the jury administrator with other agencies, outside vendors, and local building management, as requested.
- Perform other duties as assigned.

Qualifications:

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- Ability to do detailed work with limited supervision.
- An attendance record that indicates reliability/commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.).
- Excellent organizational and time management skills.
- Strong analytical reasoning skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues.
- Proficient in the use of Microsoft Word and Excel; in conducting internet searches; in using e-mail applications and in the use of computer file structure and other computer applications.

Required:

High school graduation or equivalent with a minimum of two years specialized experience, including at least one year of specialized experience equivalent to work at the CL 24 level. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL 24 level is required.

Specialized experience is defined as progressively responsible **clerical or administrative** experience in a **professional office** setting requiring the regular and recurring application of clerical or administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated technology for word processing, data entry and report generation. Note: Experience as judge, attorney or law clerk does not meet the requirements of specialized experience for this position.

Preferred:

- Current or most recent position meets the definition of specialized experience.
- Experience in a position performing similar duties in a court setting within the last seven years of employment.
- A minimum of an associates degree in a related field.
- Customer service experience in a professional office setting.
- Knowledge of Microsoft Office Suite and e-mail applications.



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JURY SPECIALIST

Procedures for Applying:

Please click on the link below to be directed to the Court's Employment Page for further application instructions and to apply online. Please read and follow the detailed application instructions carefully. The application process is expected to take approximately 45 minutes to complete and consists of completing an online employment application form (including entire professional history), uploading a resume and a cover letter, and taking a 20 minute basic skills assessment. To be assured consideration, please complete the application process by midnight on the closing date in the vacancy announcement.

Application Link:

<http://www.mied.uscourts.gov/index.cfm?pageFunction=employment#tabs1-MIED>

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements. Applicants who pass the basic skills assessment and meet the minimum qualifications will be considered for the next step of the selection process. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Local Benefits*:

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters , museums and the Detroit River Walk

**when/where available*

National Benefits:

Generous Paid Time Off Program	Ten Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.