

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Position: Jury Clerk
Ann. No: 2021-CLK-14
Location: Miami, FL
Salary: \$41,217-\$67,005 (CL 24) Commensurate with qualifications and prior federal experience

Position Overview:

Jury clerks perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. Employees in these positions ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. Jury clerks assist and support higher-level positions; they process notices, enter data, provide customer service, prepare mail, and/or conduct jury orientation.

Representative Duties:

- Perform duties related to refilling the master wheel and grand jury selection. Monitor and record the jury questionnaire process, juror attendance and selection. Provide support and assistance to 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 summonses (includes data entry and preparing excusal letters).
- Operate the court's JMS (Jury Management System) and e-juror component of JMS, and other automated systems.
- Maintain and update 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, and other groups to ensure the smooth operation of high-profile or protracted jury trials.



Important Dates

Opening: 7/16/2021

Closing: Open until filled

First Review: 7/30/2021

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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Qualification Requirements:

Candidates for the Jury Clerk position must have a minimum of one year of specialized experience. Specialized experience is defined as progressive, responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. 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.

Preferred Skills:

Knowledge of the terms and processes used for court calendars and dockets. Skill in preparing documents, compiling data, and preparing statistical reports using the applicable software and databases. Knowledge of local jury plan, administrative directives, and other policies and procedures regarding the administration of jury panels, as well as the rights and responsibilities of jurors.

Desirable Characteristics:

The successful candidate should be mature, highly organized, poised, and demonstrate initiative. The candidate must possess tact, good judgment, and always maintain a professional appearance and demeanor. The candidate must also be able to meet the public professionally and courteously, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. The ability to balance the demands of varying workload responsibilities and deadlines is a requirement.

Organizational Relationship:

This position is assigned to the Clerk's Office and reports to the Jury Administrator.

Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other federal government employees such as:



How to Apply

The required application materials must be consolidated into one pdf document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate Announcement No.: **2021-CLK-14** on the subject line and email to:

flsd_hrmail@flsd.uscourts.gov

A complete Application includes:

1. Cover Letter
2. A078 Application for Judicial Employment
3. Detailed Resume of employment and salary history
4. An additional statement (no more than two typewritten pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualifications Requirement section, including examples of specialized experience, accomplishments, and responsibilities as they relate to the position overview.

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- Accrued paid vacation days based on length of service and enjoy ten paid national holidays per calendar year.
- Participation in pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investment opportunities through the Thrift Savings Plan (401(K) plan equivalent).

For more information on working for the federal courts, please visit <https://www.uscourts.gov/Careers.aspx>

Only qualified applicants will be considered for this position

The Federal Courthouse has been designated a non-smoking area.

Applicant must be a U.S. Citizen or a permanent resident who is seeking U.S. citizenship.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.

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