



# UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

---

## VACANCY ANNOUNCEMENT

Announcement Number: **24-03**

Opening Date: **March 12, 2024**

Closing Date: **Open until filled**

*Priority consideration will be given to applications received by March 29<sup>th</sup>, 2024.*

### **Jury Administrator**

**DUTY STATION: GREENSBORO, NC**

**CL 27 (\$58,030 - \$94,338)**

## **POSITION DESCRIPTION**

The Jury Administrator oversees the overall jury system for both petit and grand juries and is responsible for the system's efficient operation, in accordance with approved internal controls, procedures, rules, and regulations. The Jury Administrator oversees and performs duties related to the selection, qualification, summoning, orientation, management, and payment of jurors, while ensuring a random selection from a cross section of the community wherein the court convenes. The Jury Administrator requires a higher level of knowledge regarding the national and local jury statutes, policies, and procedures. The incumbent ensures an efficient process and maintains the accuracy and integrity of the jury management system. The Jury Administrator prepares standard and non-standard statistical reports for judges and court unit executives. The Jury Administrator provides training, guidance, oversight, and leadership to other employees performing jury administration work.

## **REPRESENTATIVE DUTIES**

- Manage and maintain the district court's jury processes. Ensure all jury operations are consistent with internal controls, procedures, rules, regulations, and the district's Jury Plan. Assist with the review and update of the Jury Plan, as required.
- Analyze the jury system, make recommendations, and implement efficiencies to the jury management system, incorporating such strategies as jury pooling, staggered jury reporting times, and other practices to reduce costs and maximize juror utilization.
- Perform duties related to master wheel refill as required and grand jury selection. Create jury wheel lists, including master, term, and panel, for both general and qualified jurors.
- Oversee the preparation and mailing of summons notices and forms. Determine an appropriate number of questionnaires to be mailed based on an estimated percentage of returns. Determine from an examination of returned questionnaires those persons who are qualified as jurors under applicable statutes and local rules. Oversee follow-up procedures on persons who fail to respond to questionnaires or jury summonses and take appropriate action to ensure compliance. Make decisions to grant or deny requests for deferral of service, along with follow-up on non-compliant jurors, including preparation of orders to show cause for the jury judge.
- Recommend to judges the numbers of jurors to be summonsed in special circumstances. Monitor court calendars and/or coordinate with courtroom deputies or others, to determine appropriate numbers of jurors needed for trials.
- 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. Assist in making arrangements and performing duties relating to sequestration of jurors.

- Assist in determining court policy as to sizes of jury panels for various types of trials.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Develop and maintain juror information for the court's Internet site. Respond to juror inquiries and requests in person, by phone, and in writing.
- Develop and update orientation materials. Conduct juror orientation and assist jurors with logistical needs. Orient jurors as to all aspects of jury service, including service payment, excuses, reporting, absences, Jury Act rights, and respond to inquiries. Oversee the preparation of juror attendance letters and certificates.
- Monitor and record juror attendance for management of their service and payment.
- Prepare vouchers for jury and vendor payments, including juror fees, mileage, lodging, and parking costs, as applicable. Prepare annual tax statements regarding juror compensation.
- Prepare monthly jury statistical reports for submission to the Administrative Office. Prepare reports and memoranda regarding jury administration for the clerk of court and chief deputy.
- Provide training, guidance, oversight, and leadership to other employees performing jury administration work.

## **REQUIRED QUALIFICATIONS**

To qualify for a CL 27, the applicant must have at least two years of specialized experience.

Specialized experience is defined as progressively responsible administrative, technical, or professional experience that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation.

## **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](http://www.uscourts.gov/benefits).

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

## **TO APPLY:**

To apply for this position, qualified applicants should submit: 1) a completed [Application for Federal Employment](#) 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological

résumé including education, employment, and salary history. The completed package as a single pdf file should be submitted electronically to [ncmdml\\_persnml@ncmd.uscourts.gov](mailto:ncmdml_persnml@ncmd.uscourts.gov).

\*Interview and relocation expenses are not reimbursable.

*The United States District Court is an Equal Opportunity Employer.*