



UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY  
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

United States District Court - New Jersey CAREER OPPTY. # 13-06

<b>Position:</b>	Jury Clerk
<b>Posting Period:</b>	November 21, 2013 to December 3, 2013
<b>Salary Information:</b>	Entry level salary approximately \$34,964 w/ future earning potential. Commensurate with knowledge, skills, abilities & budget. Court Personnel System of the Federal Courts Classification Level 23—Table 66
<b>Location/Duty Station:</b>	Clerk's Office, Newark, New Jersey

**Introduction:**

The Clerk's Office is accepting resumes for a Jury Clerk. A Jury Clerk is a member of the Clerk's Office and reports to the Jury Administrator and/or the Director of Court Services. The Jury Clerk is responsible for assisting with the Court's jury wheels/lists (master, qualified and panel), for both prospective and qualified jurors by utilizing the automated Jury Management System and the eJuror system.

**Representative Duties:**

Assists in preparation, printing, mailing, scanning and reviewing responses to juror qualification questionnaires to establish a qualified master wheel. Prepares and mails summonses to the appropriate amount of potential jurors needed for grand and petit jury service. Processes responses to jury summonses and updates the Jury Management System (JMS). Processes requests using eJuror, maintains and responds to help email inbox for the vicinage. Review requests by prospective jurors to be excused or deferred from service in accordance with the approved criteria outlined in the Jury Plan. Assists with the follow-up of noncompliant jurors. Conducts jury pool orientation and creation of jury panels for jury selection. Provides assistance to jurors with regard to parking, refreshments, reading materials and other matters. Interacts with Courtroom Deputies, Chambers and Judicial staff to ensure jury selection needs are fulfilled and maintained during trial. Assists with gathering juror reporting data for monthly statistical reports and preparing juror attendances for juror service payment. Anticipates, reviews jury calendar needs and programs messages for summoned jurors on the Automated Juror Information System (AJIS) to schedule and reschedule jurors after consulting with the Jury Administrator. Acts as a liaison to the U.S. Attorney's Office in coordinating selection and maintenance of grand juries. Establishes and maintains professional relationships with Court Security and Marshals Service. Performs records management in compliance with our established guidelines. Moderate lifting and travel to divisional offices required. Performs other duties as assigned.

**Qualifications/Skills:**

To qualify for the position of a Jury Clerk, a candidate should have a minimum of two years general work experience in a fast paced office environment. Understanding of Clerk's Office procedures as related to court operations is preferable. The U.S. District Court for the District of New Jersey is seeking an individual that is highly motivated, very organized, possesses accuracy and attention to detail, who can work both independently and in a team setting. The incumbent for this position should demonstrate knowledge and use of various office equipment which includes but is not limited to computers, scanning equipment, facsimile, copiers and familiarity with automated systems in general. The incumbent for this position will be interacting with Judicial Officers, court staff, attorneys and the public, therefore, must communicate effectively, respect others, act with integrity, respect the uniqueness of the judiciary and solve problems. Computer skills (i.e., Microsoft Word Software, Lotus Notes and Internet Explorer) are desirable.

***Required Clearances:***

This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

***Application Process:***

Candidates must submit their application in **PDF format** to include a **cover letter, resume and current salary history on or before December 3, 2013** to Emma Fernandez-Regan, Human Resources Manager at [http://www2.ca3.uscourts.gov/vacancyupload/njd\\_juryclerk.aspx](http://www2.ca3.uscourts.gov/vacancyupload/njd_juryclerk.aspx). **Only PDF documents will be accepted.**

**INFORMATION FOR APPLICANTS**

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 applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are “seeking citizenship” as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.

***Please visit our website for more employment information at [www.njd.uscourts.gov](http://www.njd.uscourts.gov)***

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER***