



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

JURY SPECIALIST/ADMINISTRATOR

Announcement Number USDC 22-06
Announcement Date October 21, 2022
Closing Date Open Until Filled (preference given to applications received by Nov. 18th)
Salary Range \$54,088 - \$96,619 (CL 26/CL 27) *Salary determined by qualifications and experience
Location Anchorage, Alaska

POSITION OVERVIEW - This position is located in the Clerk's Office of the United States District Court. The Jury Specialist/Administrator performs administrative, technical and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures and rules. This position manages the entire jury process from beginning to end and ensures the court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system.

REPRESENTATIVE DUTIES -

- Perform duties relating to master wheel refill 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 issue 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.
- Resolve routine juror candidate requests for deferral, waiver, or special needs.
- Monitor court calendars to determine the appropriate number of jurors needed for each jury trial day.
- 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 and escort juries to the appropriate courtroom.
- Prepare and provide statistical data on petit and/or grand jury panels.
- Update the inventory listing of property and conduct inventory reconciliations.
- Perform other duties as assigned.

QUALIFICATIONS -

- The successful candidate must be a high school graduate or equivalent with a minimum of two years of specialized experience. Specialized experience is progressively 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 and involve the routine use of specialized terminology. Such experience is common in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.
- Must have a professional demeanor, be self-motivated, hold themselves accountable to high professional standards, and possess excellent time management and organizational skills, as well as strong verbal and written communications skills. Must have the ability to convey information to individuals and large groups in clear and concise terms.

BENEFITS - The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE PDF format:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A current resume;
- 3) At least three professional references with current contact information; and
- 4) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. All judiciary employees are required to adhere to the Judicial Code of Conduct.

The United States District Court is an Equal Opportunity Employer