



UNITED STATES DISTRICT COURT
DISTRICT OF MAINE
POSITION ANNOUNCEMENT

Position Title: **JURY SPECIALIST**
Position Location: U.S. District Court, Portland, Maine
Position Type: Permanent, Full-time
Posted: May 11, 2021
Closes: Open Until Filled (Preference will be given to applications received by May 28, 2021 – Interviews may be scheduled prior to deadline)
Starting Salary Range: CL-25 Step 1 to Step 25 (\$47,599 - \$59,498 per annum)
Starting salary depends entirely upon qualifications and eligibility. (To qualify at the highest level you must meet all criteria in years of specialized experience.) This position has promotion potential to a CL-27 (\$57,578 - \$93,600 per annum).

POSITION DESCRIPTION

The Jury Specialist 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 incumbent 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 Jury Specialist 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. The Jury Specialist will also perform various functions in case management on an ancillary basis.

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 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.
- 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.
- 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. Prepare and direct juries to the appropriate courtroom.
- Review and verify grand jury returns; provide operational and logistical support for grand jury, as required.
- 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.
- Performs various functions of case management, including docketing, maintaining and processing cases, calendaring and other court services work.
- Perform other related duties as assigned.

QUALIFICATIONS

Required:

CL25: At least one year of specialized experience.

Specialized Experience Definition:

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 and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Experience demonstrative of being highly organized and capable of handling multiple tasks and time demands. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Court Preferred:

- Education above the high school level from an accredited institution may be considered and is preferred.
- Prior experience working in a legal or law-related field or court environment.
- Excellent written and oral communication skills.
- Knowledge and skill in the use of Microsoft Office and database applications.

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be required to submit fingerprints for an FBI background check as a condition of employment.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

COMPENSATION:

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS:

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Time in service as employees of other federal agencies, as well as those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

APPLICATION PROCEDURE

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history, and salary history);
- Cover Letter;
- Contact list of three professional references;
- AO78 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>); and
- Short, written responses to the following Pre-Interview Questions:
 - *What was the most useful constructive criticism that you have ever received?*
 - *Without naming, describe a difficult person you had to work with and what you did to make the situation work.*
 - *Tell us about a situation where you had to meet a customer's needs by explaining procedural information to them. What was the outcome?*

EMAIL: Send a compiled single PDF of the required documents via email to apply@med.uscourts.gov with "Jury Specialist" in the subject line.

This position will remain open until filled. Preference will be given to applications received by May 28, 2021. Interviews may be scheduled before this deadline.

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Interviews may be conducted prior to the deadline outlined above. This announcement may close earlier if a suitable candidate is found prior to the closing date. Relocation expenses will not be reimbursed.

The U. S. District Court is an Equal Opportunity Employer