

# Career Opportunity Jury Specialist

Classification Level: 25

Starting Salary Range: \$41,668—\$51,657

Classification Level Salary Range: \$41,668—\$67,727

*Announcement  
Number: 14-01*

*Posted: January 30, 2014*

*Closes: February 21, 2014*

*Location: Detroit, MI*



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 14-01 Jury Specialist  
Position

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.**

## **POSITION SUMMARY**

This position is located in the Clerk's Office in Detroit and reports to the Jury Supervisor. The employee 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 employee ensures the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and makes determinations as to juror attendance. The employee provides assistance and support to higher-level positions; processes notices, enters data, provides customer service, prepares mail, and/or conducts jury orientation. Some travel and lifting may be required.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Perform duties relating to master wheel refill and petit and/or grand jury selection. Provide support and assist jurors during jury service.
- Respond to juror inquiries and requests (in person, by phone and in writing).
- Prepare, mail, receive responses and process qualification materials.
- Review materials to determine qualification status and enter or verify data into the automated Jury Management System (JMS).
- Prepare and mail summons for jury service. Process returned summons (including data entry and preparing excusal letters).
- Operate the Court's JMS and eJuror component of JMS and other automated systems.
- Resolve routine juror candidate requests for deferral, waivers or special needs.
- Monitor Court calendars to determine the appropriate number of jurors needed for each jury trial day. Maintain and update the interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Check in jurors, conduct juror orientation and assist jurors with their logistical needs (parking, lodging, refreshments, etc). Prepare and send juries to the courtroom. Enter jury empanelment results into JMS. Prepare "failure to appear" letters and reschedule and/or advise jury supervisors on non-compliant jurors.
- Monitor and record juror attendance into JMS. Prepare vouchers for juror payments including jury fees, mileage, lodging and parking costs.
- Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors.
- Review and verify grand jury returns, accompany grand jury foreperson and Assistant U.S. Attorney to duty magistrate courtroom.

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## **RESPONSIBILITIES (continued):**

- Work with chambers staff, clerk's office staff, U.S. Marshal Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of all jury trials.
- Prepare, receive and process juror exit questionnaires.
- Provide the Jury Supervisor with statistical data on petit and/or grand jury panels, as requested.
- Perform other duties as assigned.

## **QUALIFICATIONS:**

Qualifications must be met at the time of application.

**Required:** Applicants must possess a High School Diploma and a minimum of 2 years of specialized experience at the CL-24 level.

**Specialized experience** is defined as progressively responsible clerical or administrative experience in a professional office setting requiring the regular and recurring application of clerical or administrative 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, report generation and database applications.

**Preferred:** A bachelor's degree, paralegal degree, or judicial administration certification. Prior Court experience, preferably in a jury office. Customer service experience. Knowledge of Word or Word Perfect, Lotus Notes, Excel, Power Point and other Windows applications.

## **PROCEDURES FOR APPLYING**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page one by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*More than the advertised number of positions may be filled with this announcement.*