



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse  
700 Grant Street, Suite 3110  
Pittsburgh, PA 15219

Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)

**Position:** Jury Administrator  
**Vacancy:** 21-03  
**Duty Station:** Pittsburgh, Pennsylvania  
**Salary:** CL 26 (\$48,472 - \$78,775)

*commensurate with experience, and qualifications. Promotion potential without further advertisement to CL 27 (\$53,248 - \$86,560)*

#### Overview

A jury administrator ensures that jury selection and management are smooth and efficient processes. Both have an important impact on public perception about jury service. The jury administrator makes sure that jurors are selected at random from a fair cross-section of the community where the court convenes, according to law; operates the court's online jury management system and electronic juror application system; follows standard operating procedures and rules for qualifying, summoning, managing, and paying both petit and grand jurors; determines juror attendance needs and prepares statistical reports; conducts juror orientations, and supports and assists jurors during jury service; works with judges' chambers staff, clerk's office staff, attorneys, law enforcement agencies and other groups to ensure the smooth operation of high-profile or protracted jury trials; processes notices, enters data, and prepares mail; and provides customer service. [Click here](#) to view a brief video about jury administrators.

#### Representative Duties

- Oversees the day-to-day management of the court's jury system, processes and procedures.
- Maintain and manage the jury system and jury wheels. Monitor court calendars (and/or coordinate with courtroom deputies or others) to determine appropriate number of jurors needed. Perform duties relating to sequestration of jurors.
- Prepare and mail summons, notices and forms. Process payments and reimbursements for jurors and prepare attendance certificates.
- Perform duties relating to master wheel refill. Monitor and record juror attendance and selection.
- Provide support and assist jurors before and during jury service.
- 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.
- Respond to juror inquiries and requests (in person, by telephone, and in writing). Resolve juror candidate requests for deferrals, waivers, or special needs. Conduct orientation and provide information to juror candidates and selected jurors. May attend courtroom proceedings and answer questions related to juror candidates.



#### How to Apply

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#)

Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#)

Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered.

Only candidates selected for testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

#### Important Dates

Opening: February 16, 2021

Closing: Open until filled. Preference will be given to those applications received by March 9, 2021.

#### District Overview

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

- Maintain and update demographic and other information on juror candidates. Enter and compile information regarding empaneled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- Provide training, guidance, and oversight to other employees performing jury administration work.
- Performs other duties as assigned.

### **Qualification Requirements**

- High school diploma or equivalent, two years of general experience and a minimum of two years of specialized experience.
- Ability to type 35 WPM and lift 40-pound boxes.
- Ability to work independently with minimal supervision and to function effectively as part of a team.
- Strong organizational skills and the ability to function as a team player in a fast-paced, team-oriented office environment, and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively (orally and in writing)
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration.
- Ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance.
- Excellent computer skills and ability to work with a variety of programs and applications.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- Ability to maintain confidentiality and use sound judgment.
- Exhibit the highest standards of excellence, integrity, and customer service.
- Ability to display at all times and to all persons a courteous, professional and cooperative attitude.

General Experience means progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

Specialized Experience means progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered 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 personnel/payroll operations.

### **Preferred Qualifications/Court Preferred Skills**

A bachelor's degree or above. Two or more years of federal judiciary experience. Experience with jury selection processes and procedures for petit and/or grand juries.

### **Benefits**

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information.

### **Background Investigation**

This position is classified as a sensitive position which requires the selected candidate to submit to a background clearance, which will include a criminal history, credit and FBI fingerprint check as a condition of employment and may be subject to periodic updates. The selected candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.

### **Applicant Information**

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.