



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



Position: Jury Clerk
Vacancy: 19-04
Duty Station: Pittsburgh, Pennsylvania
Salary: CL 24 (\$38,272 - \$62,234)

commensurate with experience, and qualifications

Overview

Our jury clerks perform customer service and administrative work to coordinate and prepare qualified jurors for jury selection in accordance with approved internal controls, procedures, and rules. Jury clerks ensure the efficient and fair operations, selection, qualification, summoning, orientation, management, and payment of jurors for petit and grand juries; and make determinations as to juror attendance. Jury clerks process notices, enter data, provide customer service, prepare mail, and conduct jury orientation. [Click here](#) to view a brief video about jury clerks.

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 assist jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry and preparing excusal letters).
- Operates the court's Juror Management System (JMS) and other automated systems.
- Maintain and update the inbound and outbound telephone calls through use of an 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.
- Check-in jurors, conduct juror orientation, and assist jurors with logistical needs. Prepare and direct juries to the appropriate courtroom.
- Work 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.
- Prepare, receive, and process juror exit questionnaires.
- Perform other duties as assigned.

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: 07/19/2019
Closing: 08/11/2019

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 125 employees.

Qualification Requirements

- High school diploma or equivalent and at least one year of specialized experience.
- Possess the 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) to individuals and groups to provide information and conduct orientations, including speaking before groups of jurors.
- 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.
- 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

Candidates with federal court experience and a bachelor's degree or above.

Organizational Relationship

This position is assigned to the Clerk's Office, U.S. District Court, Western District of Pennsylvania, and currently reports to the Operations Supervisor.

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.

The United States District Court, Western District of Pennsylvania is an Equal Opportunity Employer.