



# CAREER OPPORTUNITY

## United States District Court District of South Carolina

### POSITION

**Jury Clerk**

### LOCATION

**Columbia, SC**

### SALARY/TARGET

**CL 23-25  
(\$33,086 to \$50,598)\***

*\*Starting salary usually in the low to middle portion of the range provided above, depending on qualifications and experience. If hired at the CL 23 or CL 24, promotion to the higher level(s), budget allowing and when determined qualified, would be available without further competition.*

### OPENING DATE

**July 16, 2018**

### CLOSING DATE

**July 25, 2018**

### ANNOUNCEMENT #18-06

Position Available:  
**TBD**

### POSITION OVERVIEW

The Clerk's Office of the United States District Court for South Carolina is seeking applicants for a full time permanent Jury Clerk for the **Columbia** division. The Jury Clerk 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 Clerk 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.

#### 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.
- Operate the court's Jury Management System (JMS) and the e-juror component of JMS, and other software. Perform quality checks on data entry and make appropriate corrections.
- Maintain and update the inbound and outbound telephone calls through use of the Advanced Jury Information System (AJIS) 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, direct and escort jurors to the appropriate courtroom.
- 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.
- Perform other related duties, as assigned.

## QUALIFICATIONS

### **Minimum Qualifications:**

Applicants must be a high school graduate, or equivalent, with a minimum of two years specialized experience to include progressively responsible clerical 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. Applicants must possess exceptional computer skills with a demand for accuracy and quality assurance. Applicants must be team players who are dependable, detail oriented, organized, and able to work in a multitasking and fast-paced environment. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicants must possess exceptional oral and written communication skills as frequent contact with a wide variety of individuals within and outside the judiciary is required.

### **Preferred Qualifications:**

Bachelor’s degree from an accredited four-year college or university in a related area is preferred. Minimum two years of specialized experience. Specialized experience is progressively responsible clerical or administrative work including the use of legal terminology and the application of a body of rules, regulations, directives or laws. Such experience is most often found in law firms, office of legal counsel, state and federal courts, real estate and insurance companies. Broad knowledge of Word Perfect, Microsoft Word, Excel, Adobe Acrobat, Internet browsers, automated case management systems and scanning equipment are desirable.

### **Educational Substitutions:**

Educational substitutions may be made for some of the required experience. Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

## BENEFITS

Federal benefits include paid vacation and sick leave, (10) paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a tax-deferred savings plan. For additional information regarding benefits that may be available, go to [www.opm.gov](http://www.opm.gov).

## ADDITIONAL INFORMATION FOR APPLICANTS

Employees of the United States District Court serve under excepted appointments and are considered "AT WILL" employees and serve at the pleasure of the Court. Judiciary employees must adhere to a Code of Conduct. The applicant who best suits the needs of the Court will be selected.

- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level.
- All applicants will be screened to identify the best qualified and suitable candidate. Please do not contact the court to inquire about the status of your application. The U.S. District Court will only make contact with those qualified applicants who will be invited to be tested and/or interviewed.
- Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records.
- The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions 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 elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position.
- A mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U.S. Citizen or eligible to work in the United States.
- Incomplete resumes will not be considered.
- Expenses for interviews or relocation are not authorized for reimbursement.
- The court is an **EQUAL OPPORTUNITY EMPLOYER**.

## HOW TO APPLY

Qualified individuals must submit all of the following documents:

- cover letter detailing how your qualifications meet the job requirements,
- a current resume,
- a list of three work references who can be contacted, with current contact information, including telephone numbers, and
- a completed AO-78, Application for Judicial Branch Employment (may be found at [www.uscourts.gov](http://www.uscourts.gov) under Services & Forms).

All application materials must be physically received in our office (not postmarked) no later than **4:30 pm on Wednesday, July 25, 2018** (no faxes or emails) and are to be sent to:

United States District Court  
Human Resources - Vacancy #18-06  
901 Richland Street  
Columbia, SC 29201

Applicants who do not submit **all** requested materials by the closing date of this announcement may lose consideration for the position.

**No faxes or emails will be accepted.**