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<b>Announcement #:</b>	23-04
<b>Court Name:</b>	United States District Court for the District of South Carolina
<b>Location:</b>	Columbia, South Carolina
<b>Court Website</b>	<a href="http://www.scd.uscourts.gov">www.scd.uscourts.gov</a>
<b>Salary Range</b>	CL 23/1 to CL 25/61 (\$37,357 - \$74,271)* <i>*Starting salary is usually in the low to middle portion of the range provided above, depending on qualifications and experience. If hired at the CL 24, promotion to CL 25 would be available without further competition.</i>
<b>Opening Date:</b>	April 6, 2023
<b>Closing Date:</b>	Open until filled with preference given to applications received by April 21, 2023.

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This full-time permanent position is located in the Clerk's Office of the United States District Court for the District of South Carolina in **Columbia**. 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.

**Duties include, but are not limited, to the following:**

- 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.
- Performs other duties as assigned.

**Qualifications and Requirements:**

- Excellent computer skills and proficiency in the use of Windows and Microsoft Office.
- Excellent analytical, problem solving, critical thinking and research skills.
- Good organizational skills and attention to detail.
- Strong interpersonal skills including the ability to collaborate and work effectively and diplomatically with others.
- Strong oral and written communications skills with the ability to communicate information clearly and accurately.

**Benefits**

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- Eleven (11) paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits (FEHB), the Federal Employee Group Life Insurance (FGLI), the Federal Employees Dental and Vision Insurance Plans (FEDVIP), and the Flexible Spending Programs.

The following link is provided for additional information regarding Federal Judiciary benefits:

<https://www.uscourts.gov/careers/benefits>

### Conditions of Employment

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Courts are not included in the government's Civil Service classification but are under an excepted appointment and therefore serve "at will" and can be terminated with or without cause by the court.
- Employees must undergo an FBI background check. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

### Application Procedure

Qualified individuals must submit all of the following information and it must be submitted in one PDF document:

- A cover letter detailing how your experience relates to the position requirements
- The Application for Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federalemployment>
- A resume detailing all relevant experience, education, and skills
- A list of three professional references with current contact information.

Position is open until filled. Priority consideration will be given to applications received by **4:30 PM on Friday, April 21, 2023**. Submit application packet in **one PDF document** and send via email to [personnel@scd.uscourts.gov](mailto:personnel@scd.uscourts.gov). Include "**Vacancy #23-04**" in the subject line. Hard copies and faxed copies of applications will not be accepted.

Incomplete applications will not be considered. All applicants will be screened to identify the most qualified and suitable candidate. Only applicants selected for an interview will be contacted and must travel at their own expense. Unsuccessful applicants will not be contacted. Please do not contact the court to inquire about the status of your application.

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, if a closing date is shown, any of which may occur without any prior written or other notice.

**The United States District Court is an Equal Opportunity Employer**