

UNITED STATES DISTRICT COURT-SOUTHERN DISTRICT OF IOWA

POSITION: Attorney Programs/Jury Specialist

LOCATION: Des Moines, IA

OPENING DATE: Tuesday, June 8, 2010

CLOSING DATE: Tuesday, June 22, 2010

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-25 (\$37,941- \$61,709); Promotion Potential to CL-26 (\$41,786 - \$67,951); salary is based on experience and qualifications in accordance with the Court Personnel System.

MISSION STATEMENT

It is the mission of the Clerk's Office for the U.S. District Court for the Southern District of Iowa to support the delivery of justice by providing the highest level of service and professionalism to all. To accomplish this we will foster:

- Integrity through dedication and accountability
- A positive and supportive work environment through opportunities for professional development and work/life balance initiatives
- Teamwork through respect and open communication
- Diversity through appreciation of differences
- Our strategic organizational vision through the efficient and effective allocation of resources.

POSITION OVERVIEW

The United States District Court for the Southern District of Iowa is accepting applications for the position of Attorney Programs/Jury Specialist. This position is located in Des Moines, Iowa and reports to the Case Management and Jury Supervisor. The Attorney Programs/Jury Specialist provides a wide variety of administrative support services and acts as a liaison between the bench and the bar for the Court's attorney programs. Additionally, the incumbent assists with managing the overall jury system and ensuring its efficient operation. The incumbent performs a variety of duties related to the selection, qualification, summonsing, orientation, management, and payment of jurors.

DUTIES AND RESPONSIBILITIES

Processes applications for admission and renewal of admission to the bar of the federal court. Reviews all applications for completeness, compliance with local rules, and disciplinary problems.

Prepares and distributes a variety of attorney related documents, such as admission applications, certificates of admission, certificates of good standing, and continuing legal education (CLE) reports.

Maintains computer databases according to court standards which contain information on attorneys admitted to the bar of the federal court, address and/or name changes, and attorneys renewed for admission (CLE) to the bar of the federal court.

Serves as liaison between attorneys and the Court, providing assistance to attorneys and answering inquiries concerning attorney admissions and attorney programs.

Assists with the management of the District Court's jury system and shares responsibility for ensuring its efficient operation.

Assists in the creation of the court's jury wheels/lists (master, qualified, term, and panel), for both general and qualified jurors, through the following:

- Prepares, mails, receives responses, and processes qualification materials.
- Assists with decisions to grant or deny requests for deferral of services, along with following up on non-compliant jurors, including preparation of orders to show cause for the jury judge.

Assists in the daily management of jury utilization by the following means:

- Monitors court calendars to determine the appropriate number of jurors needed for each grand jury term and petit jury trial day. Prepares and mails summonses and reporting letters to the calculated number of potential jurors.
- Prepares orientation materials. Conducts juror orientation and assists jurors with their logistical needs (parking, lodging, refreshments, reading materials, etc.).
- Prepares and sends jury panels to trials, coordinating with judges' daily calendars/needs. Manages juror resources
 to minimize costs and service burdens by such means as pooling jurors. Monitors and records juror attendance for
 management of their service and payment of both petit and grand jurors.
- Answers inquiries from jurors, counsel, court staff, and judicial officers.
- Prepares vouchers for juror and vendor payments, including jury fees, mileage, lodging, and parking costs. Also prepares annual tax statements for juror compensation.
- Maintains jury system records in the automated database.

Prepares statistical reports for the clerk, judges, and the Administrative Office of the U.S. Courts.

OUALIFICATIONS

The successful candidate must have at a minimum a high school diploma or the equivalent. Advanced education or training preferred. To qualify for the CL 25, applicants must have two years of specialized experience to include use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. One of those years must be equivalent to work at the CL-24 level. Demonstrated ability to work in a team environment and to be effective in both oral and written communication is also required. The candidate must have a positive attitude, deliver excellent customer service, and be detail oriented. Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks are essential.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist U.S. District Court, Southern District of Iowa P.O. Box 9344 Des Moines, IA 50306-9344

E-mail: mindi_decker@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.