



UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

POSITION: Jury Specialist

LOCATION: Des Moines, IA

OPENING DATE: Friday, July 11, 2014

CLOSING DATE: Open Until Filled, applications received by July 25, 2014 will receive priority consideration

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-25 (\$38,334 - \$62,307); Promotion Potential to CL-26 (\$42,199 - \$68,639); 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 Jury Specialist. This position is located in Des Moines, Iowa and reports to the Chief Deputy Clerk. The Jury Specialist 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 Specialist assists in ensuring efficient and fair operations related to the summoning, qualifying, selection, orientation, management, and payment of jurors for petit and grand juries, and makes appropriate determinations as to juror attendance.

DUTIES AND RESPONSIBILITIES

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 and preparation of excusal letters.

Operate the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality check on data entry and make appropriate corrections.

Maintain and update the inbound and outbound telephone calls through use of 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 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 and direct juries 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 with other agencies, outside vendors, and local building management, as requested.

Perform intake duties by providing services on a wide variety of court matters for internal and external customers.

Perform other related duties, as assigned.

QUALIFICATIONS

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: mindidecker@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.