



United States District Court, Northern District of Indiana

204 South Main Street

South Bend, IN 46601

www.innd.uscourts.gov

Job Announcement Number: 16-06

VACANCY ANNOUNCEMENT

Position Title: Jury Clerk - Part-Time (20 hours per week)
Grade Range: CL 24/1 to CL 24/61
Salary Range: \$19,455 to \$31,610 (Starting salary commensurate with work experience, education and qualifications)
Location: Hammond, Indiana
Opening Date: September 22, 2016
Closing Date: October 5, 2016 (Resume packets must be received by 5:00 p.m. EST)

Introduction:

The United States District Court for the Northern District of Indiana is accepting applications for the position of part-time (20 hours per week) Jury Clerk in our Hammond Division. We are seeking a highly motivated individual to join our team. Jury clerks perform 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 ensures efficient and fair operations related to the selection, qualification, summoning, orientation, and management of jurors. The incumbent maintains juror attendance records and issues payment. Jury clerks also provide assistance and support to higher-level positions; process notices, enter data, provide customer service, prepare mail, and/or conduct jury orientation.

The United States District Court for the Northern District of Indiana consists of 13 judicial officers and staffs located in four divisional offices throughout the District (South Bend, Hammond, Fort Wayne and Lafayette). The Court covers 32 counties in the northern half of the State of Indiana.

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 automated jury system and other automated systems.
- Answers telephone calls and voice mail messages regarding jury service.
- 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.
- 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.
- Other duties as assigned.

Qualifications:

High school graduation or equivalent, two years of general experience and one year of specialized experience.

General Experience: 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.

Specialized Experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, etc.

Preferred Skills: Prior court/legal experience. Familiarity with legal terminology. Knowledge of Word Perfect, Adobe Acrobat, Internet browsers, and scanning equipment.

The successful candidate will also possess: Excellent organizational skills, accuracy and attention to detail, ability to exercise sound independent judgment, strong computer and analytical skills, excellent customer service skills, dependability with a strong work ethic, and the ability to work harmoniously and communicate effectively with others, both orally and in writing.

Benefits:

Employees of the United States Courts are not included in the government's Civil Service classification but are entitled to similar benefits as other Federal employees, including: 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years; 13 days per year of paid sick leave; retirement benefits; optional participation in Thrift Savings Plan, choice of Federal Employees' Health Benefits, Flexible Benefits Program, and long-term care insurance. Credit, time-in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

Employees of the United States District Court serve under excepted appointments and are considered "at will" employees. All application information is subject to verification. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory electronic direct deposit of salary payments. Employment will be considered provisional pending the successful completion of an initial OPM background investigation. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses.

How to Apply:

Submit a letter of interest and chronological resume along with an Application for Employment (AO 78) to humanresources@innd.uscourts.gov. The application packet should be a single PDF file that combines your letter of interest, resume, and the AO 78 application. All application packets must be received by close of business October 5 for consideration. Incomplete packets and those submitted after the deadline will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment. The application form is available on the court website at www.innd.uscourts.gov.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.

The United States District Court for the Northern District of Indiana is an equal opportunity employer.