



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON**

## **JURY CLERK**

**ANNOUNCEMENT NUMBER** 24-WAW-14

**ANNOUNCEMENT DATE** December 19, 2023

**CLOSING DATE** Open until filled with preference given to resumes received by January 15, 2024

The United States District Court for the Western District of Washington is seeking an articulate, self-motivated, and detail minded individual to join our Jury Administration team. Jury clerks interact extensively with the public, attorneys, and court staff for the purpose of jury administration, selection, and management. The position reports to the Jury Administrator, and requires exceptional customer service, communication skills, professionalism, and discretion.

This position requires the successful candidate to display responsibility, flexibility, and a desire to work collaboratively within the Jury team and the Clerk's Office as a whole. This position is located in the office of the Clerk of Court at the Federal Courthouse in Seattle, Washington, periodic travel to Tacoma may be necessary. This position requires the jury clerk to be present in the courthouse. However, the court has a flexible telework policy. On days where there is no presence necessary in the courthouse, the jury clerk may seek approval to telework.

**REPRESENTATIVE DUTIES**

- Manage all aspects of grand jury administration, including the selection process; recording attendance, statistical reporting, and other duties related to the operational and logistical support of the grand jurors, while maintaining strict confidentiality of the grand jury process.
- Manage the juror qualification questionnaire process utilizing scanning technology and the Jury Management System (JMS). Follow statutory requirements and court policies on determining the appropriate status.
- Process payments and reimbursements for jurors by verifying juror information, mileage, expenses, while confirming accuracy of all payments.
- Operate the court's Jury Management System (JMS), the e-Juror component of JMS, and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Monitor court calendars to determine the appropriate number of jurors needed for all jury trial proceedings.
- Coordinate jury administration activity with judges, chambers' staff, Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of jury trials. Coordinate with magistrate judges and the U.S. Attorney's Office for grand jury empanelment and ensure quorum for scheduled grand jury proceedings.
- Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom or meeting room.
- Prepare and provide statistical data on petit and/or grand jury panels.
- Open mail following established protocols, process incoming mail, perform routine data entry, and answer numerous inquiries either in person or on the phone.

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical, or professional experience.</li> <li>• Knowledge of Microsoft Office Suite.</li> <li>• Collaborative and consensus-building work style with the ability to adjust responsively to a variety of audiences.</li> <li>• Ability to communicate accurately and professionally with judges, chambers staff, Clerk's Office staff, jurors, members of the bar, and the public.</li> <li>• Ability to speak in front of large groups of people for the purpose of orientation and providing instruction, answering questions, and providing instruction and guidance on the jury process.</li> <li>• Ability to maintain composure under stress, while adapting to unanticipated problems.</li> <li>• Strong attention to detail and organizational skills, and the ability to multi-task.</li> <li>• Ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive materials.</li> </ul>
<b>PREFERRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree;</li> <li>• Current or prior judiciary experience;</li> <li>• Proficiency with a wide range of technology, including SharePoint and Adobe Acrobat.</li> </ul>
<b>SALARY RANGE</b>	<p>Court Personnel System Classification Level: CL25, Step 1 – 61, \$50,807 - \$82,603 Depending on experience and qualifications.</p>
<b>BENEFITS</b>	<p>The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including; flexible schedules, ORCA transit passes, 24-hour on-site fitness center, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit <a href="http://www.uscourts.gov">www.uscourts.gov</a></p>
<b>INFORMATION FOR APPLICANTS</b>	<p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• <a href="#">Completed AO78 Form</a> Application for Federal Employment - <i>* For this vacancy announcement (24-WAW-10), you <b>do not</b> need to complete the optional background information – questions 18, 19, and 20.</i></li> </ul> <p>Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will be considered complete when the three attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications or applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials can be submitted via e-mail to: <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a> referencing the position number (24-WAW-14).</p>

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. 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.

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

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court 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 Court 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. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.

***The United States District Court is an equal opportunity employer and values diversity in the workplace.***