

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF OKLAHOMA

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Position Title:	Jury Administrator
Location:	Muskogee, Oklahoma
Closing Date:	June 26, 2020
Salary/Range:	CL 26-27 (\$46,600 – 83,210) <i>Salary determined by qualifications and experience.</i>

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### **POSITION OVERVIEW**

The Clerk's Office of the United States District Court for the Eastern District of Oklahoma is now accepting applications for the position of Jury Administrator. The Jury Administrator oversees the overall jury system for both petit and grand juries for the district and is responsible for efficient operations in accordance with approved internal controls, national policies, and local procedures. The incumbent oversees and performs duties related to the selection, qualification, summoning, orientation, management, payment, and selection of jurors in compliance with the Court's Jury Management Plan. Accuracy and integrity of jury management is very important to the Court and the Jury Administrator will be responsible for carrying out the operational and administrative duties to maintain accuracy and uphold the integrity of the jury management system.

### **DUTIES AND RESPONSIBILITIES**

- Manages the Court's jury process and system. Ensures all jury operations comply with the Court's Jury Management Plan, internal controls, and national policies.
- Analyzes and recommends improvements to the Court's jury management system in order to efficiently carry out tasks and responsibilities.
- Drafts and maintains policies, procedures, forms, and letters ensuring accuracy and consistency.
- Plans and implements the master jury wheel refill process as well as grand and petit jury selections.
- Monitors court calendars and coordinates with courtroom deputies, judges, and other chambers staff to determine the appropriate number of jurors for trials and makes recommendations for special circumstances, while maximizing juror utilization.
- Coordinates with Court and chambers staff, judges and the U.S. Marshals Service, the U.S. Attorney's Office, and others to prepare for high-profile or protracted jury trials, including

arrangements related to the sequestration of jurors.

- Conducts juror orientation and updates orientation materials as necessary.
- Manages the preparation and mailing of summons, notices, and forms.
- Uses automated systems to process questionnaires, summons, deferrals, attendance, and voucher documentation.
- Prepares and reviews juror vouchers and coordinates with Finance on payments and reimbursements.
- Prepares monthly jury statistical reports.
- Performs other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Minimum Qualifications:**

To be eligible for appointment of CL 26, a candidate must have at least one year of specialized experience equivalent to a CL 25. To qualify for appointment at the CL 27, a candidate must have at least two years of specialized experience, including at least one year equivalent to a CL 26.

Specialized experience is 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, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or human resources/payroll operations.

### **Preferred Qualifications:**

- A bachelor's degree from an accredited four-year college or university in business or public administration, political science, criminal justice, law, or other field closely related to this position.
- Two or more years of federal jury experience as well as the jury selection processes and procedures for petit and grand juries.

### **Candidates must also demonstrate:**

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills;
- A professional demeanor appropriate for a professional office environment.

## **BENEFITS**

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long-term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan (similar to a 401K); paid holidays; and periodic salary increases. Information about judiciary benefits can be found at [www.uscourts.gov](http://www.uscourts.gov).

## **CONDITIONS OF EMPLOYMENT**

- Employees must be a United States citizen 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 applicants to review upon request.
- Employees will be hired provisionally pending the results of a Federal Bureau of Investigation (FBI) background check.
- Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are at will and can be terminated with or without cause by the Court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits. Travel and relocation expenses are not reimbursed.
- The Court reserves the right to amend or withdraw this announcement without written notice to applicants.

## **HOW TO APPLY**

Submit the following documents: (1) cover letter, (2) resumé, (3) a list of references, and (4) a completed AO-78 - Application for Federal Judicial Branch Employment (found on the Court's website at [www.oked.uscourts.gov](http://www.oked.uscourts.gov)) to:

United States District Court for the Eastern District of Oklahoma  
Attention: Bonnie Hackler, Chief Deputy Court Clerk  
P.O. Box 607  
Muskogee, Oklahoma 74401

Or submit via email in a single .pdf file to:  
[bonnie\\_hackler@oked.uscourts.gov](mailto:bonnie_hackler@oked.uscourts.gov)

Only applicants selected for an interview will be contacted.

**\*\*\*\* THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER. \*\*\*\***