

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



JOB OPPORTUNITY NUMBER: FY 23-019

POSITION: Jury/Operations Clerk

LOCATION: Richmond, VA

Opening Date: May 26, 2023

Closing Date: Open until filled. Priority consideration will be given to applications received by June 11, 2023.

CLASSIFICATION LEVEL/SALARY RANGE: CL 25 (\$47,596 - \$77,382)

POSITION OVERVIEW

This position is located in the U.S. District Court for the Eastern District of Virginia, Richmond Division Clerk's Office. The jury and operations clerk performs administrative and customer service work 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 for Richmond. The jury and operations clerk ensures the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. The Richmond jury and operations clerk performs additional duties in support of the operations section such as processing appeals, performing case management duties for civil and criminal cases, and processing outgoing mail. The jury and operations clerk works under the supervision of the Jury Administrator.

DUTIES AND RESPONSIBILITIES

Jury 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).

Operate the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections on qualification questionnaires and summonses sent in by serving jurors.

Prepare and conduct juror orientation and assist jurors with their logistical needs (parking, lodging, refreshments, etc.) Direct jurors to assigned courtrooms to complete the selection process for trials and grand juries.

Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and or advise jury administrator on non-compliant jurors. In situations where juror candidates request deferral or waiver for high profile cases, the jury clerk must obtain additional facts and documentation from the candidate. A detailed memorandum needs

to then be prepared by the jury clerk for the judge to include the circumstances of the request, the status of the current jury panel, as well as any other relevant documentation the judge might require in order to make an informed decision on the candidate's request.

Monitor court calendar to determine the appropriate number of jurors need for each jury trial day.

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 and coordinate jury needs and 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.

Enter and compile information regarding empaneled jurors in JMS and eJuror. Provide jury panel information for judges, clerk of court and jury administrator.

Empanel Richmond Grand Juries. The incumbent opens grand jury sessions performing duties such as calling roll and swearing in potential jurors. The jury clerk reinforces procedures during judge' orientation and administers the oath to the selected Grand Jurors.

Prepare monthly and yearly statistical report for submission to the AO.

Prepare Show cause memos to judges regarding jurors who fail to appear.

Operations Duties

The Richmond jury and operations clerk performs additional duties in support of the operations section such as processing appeals, performing case management duties for civil and criminal cases, and processing outgoing mail.

Other duties as assigned.

QUALIFICATIONS

Applicants must have two years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures. This experience must have included the demonstrated ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Experience in a court environment is preferred.

Other Requirements: Ability to communicate information accurately, effectively, and in a timely manner with jurors, attorneys, court personnel, and the public. Be proficient in the use of applicable automated systems, such as Microsoft and Adobe Acrobat. Have the ability to organize and maintain files electronically. Incumbent must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, customer service, and interpersonal skills.

EDUCATION

High school graduation or equivalent required. College degree preferred.

BENEFITS

A generous benefits package is available and includes 13-26 days of annual leave, 13 days of sick leave, 11 paid holidays per year, retirement benefits including immediate matching contributions in the Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care).

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with 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.

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references; and
- 4) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Complete application packages must be received **no later than June 11, 2023, for first consideration**. Submit electronically to Jobbox2@vaed.uscourts.gov . Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer