



The United States District Court District of Delaware

Position			
Jury Administrator			
Location			
Boggs Courthouse, 844 N. King Street, Wilmington, Delaware			
Starting Salary	Opening Date	Closing Date	Announcement
CL-25 \$40,477-\$65,834	December 3, 2012	Until Closed	12-08
CL-26 \$44,579-\$72,493			
CL-27 \$48,997-\$79,615			

Position Overview
<p>The Jury Administrator is an employee of the Clerk’s Office who performs administrative and customer service work to coordinate and prepare qualified jurors for juror selection, in accordance with approved internal controls, procedures, and rules. Duties include:</p> <ul style="list-style-type: none"> - Maintains and manages the jury system and jury wheels. Monitors Court calendars (and/or coordinates with courtroom deputies or others) to determine appropriate number of jurors needed. Performs duties relating to sequestration of jurors. Refills master wheel as required to supply juror candidates. - Performs duties relating to master wheel refill and grand jury selection. Monitors and records juror attendance and selection. Provides support and assists jurors during jury service. - Prepares and mails summons notices and forms. Processes payments and reimbursements for jurors; prepares attendance certificates on behalf of jurors. Maintains and updates demographic and other information on juror candidates. - Works with chambers staff, Clerk’s Office staff, U.S. Marshals Service, U.S. Attorney’s Office, or other groups to ensure the smooth operation of high-profile or protracted jury trials. - Responds to juror inquiries and requests (in person, by phone, and in writing). Resolves juror candidate requests for deferral, waivers, or special needs. Conducts orientations and provides information to juror candidates and selected jurors. Attends courtroom proceedings and answers questions related to juror candidates. - Enters and compiles information regarding empaneled jurors. Prepares and provides information and/or reports for Judges and others regarding jury panels. - May perform duties associated with attorney admissions and naturalization ceremonies. - Provides training, guidance, and formal supervision for other employees performing jury administration work. - Processes identification cards for Court employees. - Performs other duties as assigned.

VACANCY ANNOUNCEMENT

Qualifications

Applicants for this position should possess 1-2 years of specialized experience consisting of 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. Applicants must be able to deal effectively with the Judges of the District Court, co-workers, prospective jurors, the public, the Bar. The individual selected must also be able to understand national and local jury statutes, policies, and procedures, as well as state and local Courts' systems and policies. General computer and word processing skills are required. Independent decision making and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

Education & Experience

The completion of a degree is preferred, along with Court experience. The **minimum requirement** is the possession of a High School Diploma or GED, with experience as outlined below.

- CL-25 High School graduation plus 1 year of specialized experience equivalent to CL-24 level;
- CL-26 High School graduation plus 1 year of specialized experience equivalent to CL-25 level;
- CL-27 High School graduation plus 2 years of specialized experience equivalent to CL-26 level;

Benefits

The United States District Court for the District of Delaware offers a generous benefit's package to full-time permanent employees which includes:

- 10 Paid Holidays
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Long Term Care Insurance
- Commuter Benefits Program
- Paid Sick Leave
- Retirement Benefits
- Life Insurance Plan Options
- Thrift Savings Plan
- Credit Union Participation
- Medical/Dependant care Reimbursement Accts.

Note: some benefits require a waiting period.

Information for Applicants

Submit resumes to Juryadmin@ded.uscourts.gov or Personnel, 844 N. King Street, Unit 18, Wilmington, Delaware, 19801-3570.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Jury Administrator is a sensitive position. The selected candidate will be subject to a background check as a condition of employment. The background check is a fingerprint search of criminal history records.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be tested or interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The U.S. District Court will maintain position opening applications or resumes on file to quantify applicant data for statistical reporting requirements.

If you have any questions regarding this announcement please contact our Personnel Specialist on (302) 573-6170.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer