

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Jury Clerk/Generalist Clerk

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #17-12

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 23-24 (Salary \$35,838 - \$64,545 per year)*

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. If hired at CL-23, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.

OPENS: September 15, 2017

CLOSES: Open until filled
(Preference when applying by 10/6)

The U.S. District Court Clerk's Office currently is accepting applications for full-time Jury Clerk/Generalist Clerk openings. The positions are located in the District Court Clerk's Office in Boston, Massachusetts.

Representative Duties: (Depending on placement)

- Performs duties relating to master wheel refill and grand jury selection. Monitors and records the jury questionnaire process, juror attendance and selection. Provides support and assistance to jurors during jury service.
- Prepares and mail summons notices and forms. Processes payments and reimbursements for jurors; prepares attendance certificates on behalf of jurors. Processes returned summons (including data entry and preparing excuse letters).
- Operates the court's JMS and e-juror component of JMS and other automated systems.
- Maintains and updates the inbound and outbound telephone calls through use of interactive voice response system for summoned jurors. Maintains and updates demographic and other information on juror candidates.
- Works with chambers staff, clerk's office staff, U.S. Marshals Service (USMS), U.S. Attorney's Office and other groups to ensure the smooth operation of high-profile or protracted jury trials.

- Assists with jury panels for judges on impanelment day. Monitors and records juror attendance. Assists with juror orientation.
- Executes follow-up procedures on persons who fail to respond to questionnaires or jury summonses and takes appropriate action to ensure compliance.
- Assists in the receipt and review of incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Routes documents to proper offices and/or staff after acceptance.
- Assists in the collection of appropriate fees, assigns case numbers and randomly assigns judges to cases.
- Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register. Balances cash drawer at the end of the day. Processes credit card payments for filed documents.
- Acts as receptionist and furnishes information to a wide variety of people within and outside of the court. Receives and stamps incoming documents. Maintains court files.
- Assists in entering certain types of documents and proceedings on the docket. Creates and/or updates certain matrix mailing lists.
- Assists in the preparation and shipping of records to the appropriate Federal Records Center and retrieves records, when needed.
- Operates a variety of copying and records equipment. Answers and routes incoming calls. Assists the public in the use of computerized databases. Provides basic information to the public, bar and the court.
- Performs other duties, as assigned.

Minimum Qualifications/Requirements:

- High school graduation or equivalent; College degree preferred;
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position;
- One year or more of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures that demonstrates the candidate has the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation;
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills. The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs;
- Commitment to public service;
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications:

Bachelor's Degree.

Experience working in a state or federal court.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

Hours:

8:30 AM to 5:00 PM, with some early morning or extended hours, as needed.

How To Apply:

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

**United States District Court
Attn: Human Resources
Vacancy #17-12
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #17-12, Jury Clerk/Generalist Clerk** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application form AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER