



United States District Court Eastern District of New York

Vacancy Announcement Announcement #17-01JURYCLKBK

Position: Jury Clerk

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range**:
Minimum Starting Salary Range: (\$36,177 - \$50,092 - non-judiciary applicants)
Maximum Starting Salary Range: (\$40,077 - \$71,932 - Federal judiciary employees only)

**The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if incumbent is not hired at top grade level.

Opening Date: Friday, October 21, 2016

Closing Date: Preference will be given to applications submitted by **Friday, November 11, 2016**. Position is open until filled.

Duties and Responsibilities:

The Clerk's Office of the U.S. District Court, EDNY is looking for the position of Jury Clerk. The Jury Clerk performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules in the Jury Department. Employees in these positions ensure the efficient and fair operations related to the selection, qualifications, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. This position provides assistance and support in the following ways: process notices, performs data entry, provides customer service, prepares mail, and/or assists in conducting jury orientation.

Qualifications:

To qualify for the minimum starting salary, an individual must have a high school diploma or equivalent, two years of general clerical or office experience (possession of a bachelor's degree from an accredited educational institution also qualifies). Pay setting beyond the starting salary will be based on the experience and knowledge of the individual beyond the minimum qualifications, plus the following experience:

1-2 years of progressively responsible clerical work requiring the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws (generally found in courthouses, law firms, insurance offices, educational institutions, etc.)

For current judiciary employees, 2-3 years of progressively responsible clerical work requiring the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Pay setting beyond the starting salary will be based on the experience and knowledge of the individual beyond the minimum qualifications noted above, and according to the federal judiciary pay policy.

All applicants should have excellent written, organizational, verbal communication and technical skills with a minimal data entry speed of 45 wpm. The successful applicant must have excellent interpersonal skills and courtesy in responding to the public, have a positive attitude and the ability to consistently deliver excellent customer service.

Preferred Skills:

A college degree is preferred. Experience in a courthouse, law firm, social service or insurance office or educational institution is preferred.

Benefits:

The United States District Court offers a generous benefit package to full-time permanent employees which include:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Participation in Federal Employees Retirement System
- Health, Dependent & Commuter Reimbursement Programs (optional)
- Thrift Savings Plan (401k style) (optional)
- Life Insurance (optional)
- Long-Term Disability Plan (optional)
- Long-Term Care Insurance (optional)
- Medical, Dental & Vision Coverage (optional)
- Credit Union Participation

Applicant Information:

Applicants must be U.S. Citizens. The selectee considered for this position is required to complete a criminal background check. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and completing a one (1) year probationary period. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

How to Apply:

Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, a completed application for federal employment (located on the federal judiciary's employment web page at <http://www.uscourts.gov>) and a current resume to:

U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
or you can apply via email at:
nyed-applications@nyed.uscourts.gov

The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The United States District Court for the Eastern District of New York is an Equal Opportunity Employer.