



United States District Court Eastern District of New York

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Vacancy Announcement Announcement #23-01JURYCLE

Position: Jury Clerk
Location: Brooklyn, NY Office – 225 Cadman Plaza East
Position Type: Full-Time Permanent
Salary Range: Starting Salary: CL 23/1* (\$41,597) to 24/24* (\$57,110)

*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 not hired at top grade level without further competition.

Opening Date: **Tuesday, December 13, 2022**
Closing Date: **Friday, December 30, 2022**

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.) 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 Federal Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System. The court also offers participation in the fitness and child care centers (fee applies). For more information about the major benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>.

Other Information:

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be ground for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to Code of Conduct for Judicial Employees which is available for applicants to review here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- The Eastern District of New York is committed to a workplace of respect, civility, fairness, tolerance, and dignity, free of discrimination and harassment. These values are essential to the Judiciary, which holds its Judges and Employees to the highest standards.

How to Apply:

Qualified applicants may apply by e-mailing an application package to:

<https://edny.app.box.com/f/18dc1f83ad4942dc9754528ec0e8fe97>

The application package must include the following:

1. a cover letter detailing relevant experience and how you satisfy the qualifications of the position;
2. a detailed résumé; and
3. an Application for Judicial Branch Federal Employment (AO-78). The AO-78 Form is available on the U.S. Courts website at: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

The required documents should be sent as a **single PDF attachment**. Include the title of the position, vacancy announcement number in the cover letter. For first consideration, applications must be received by December 30, 2022.

Incomplete applications will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The court reserves the right to modify, withdraw, conduct interviews and fill the vacancy at any time, with any action occurring without prior written or other notice.

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