

**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 #: #24-09

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 23-24 (\$44,297 - \$79,767) *

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. Promotion to the higher level is dependent on the needs of the office, assigned work duties, budget and individual performance.

OPENS: May 10, 2024

CLOSES: May 31, 2024

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

Representative Duties:

- 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 mails 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. Assist 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 office 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.
- Travels to other court locations as needed.
- 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 judgement, 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:

- Eleven (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program with Healthcare, Dependent Care, and Commuter/Parking Reimbursement Accounts
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)

- Transit Subsidy Program

Hours:

Clerk's Office hours are from 8:30 AM to 5:00 PM, Monday through Friday, with some early morning or extended hours as needed.

How To Apply:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter of interest indicating why you are interested in this position and what best qualifies you
2. A current resume
3. A list of three (3) professional references and their current contact information; and,
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information For Applicants:

The District of Massachusetts is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. 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 a United States Citizen or permanently eligible to work in the 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.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

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

NO FAXES PLEASE