

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA  
Office of the Clerk of Court**

**Date: May 29, 2007**

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<b>POSITION:</b>	<b>Jury Clerk</b>
<b>SALARY RANGE:</b>	<b>\$31,673 - \$51,475 (CL 24)</b>
<b>CLOSING DATE:</b>	<b>June 8, 2007</b>
<b>LOCATION:</b>	<b>Tallahassee, Florida</b>

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Judiciary employees serve under excepted appointments, are considered at will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependant care reimbursement, and commuter benefits reimbursement. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicant must be a United States citizen. The selected candidate will be subject to a background check as a condition of employment.

**POSITION OVERVIEW:** The jury clerk position maintains the official jury wheel of the district from building to drawing jurors. Duties include: reviewing documents for compliance with the court's jury plan; entering information into automated jury management system; referring letters from jurors to jury administrator; preparing and broadcasting jury automated messages; working closely with courtroom deputies and judicial staff; issuing summonses, opening and processing mail; other duties as assigned.

**MINIMUM QUALIFICATIONS:** Two years progressively responsible clerical experience. Skill in the use of automation systems. Ability to balance the demands of varying workload responsibilities and deadlines in a timely manner. Good interpersonal skills. College graduate preferred.

**HOW TO APPLY**

Please submit an application with cover letter, resume, and reference list. Application for Judicial Branch Federal Employment (AO 78) may be obtained via the court's website at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov). Your cover letter should be addressed to: Ginger Jordan, Administrative Coordinator. Submit to:

United States District Court  
Northern District of Florida  
Attn: Ginger Jordan, Administrative Coordinator  
111 N. Adams Street  
Tallahassee, FL 32301

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the clerk of court may elect to select a candidate from the original qualified applicant pool.

***THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF FLORIDA IS AN  
EQUAL OPPORTUNITY EMPLOYER***

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