

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

October 14, 2009

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<b>POSITION:</b>	<b>JURY ADMINISTRATOR</b>
<b>SALARY RANGE:</b>	<b>CL 27 / CL 28 (\$45,125 - \$87,903) Depending on Qualifications</b>
<b>LOCATION:</b>	<b>Tallahassee, Florida</b>
<b>START DATE:</b>	<b>December 7, 2009 (Open Until Filled)</b>

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The United States District Court is accepting applications for a Jury Administrator, who will be responsible for a wide variety of services for the jury system of the U. S. District Court. The Jury Administrator coordinates and prepares qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent ensures efficient and impartial operation related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries. The incumbent will create the court's jury wheels, monitor court calendars to determine the number of jurors needed, prepare orientation materials, conduct juror orientation, manage juror resources for optimum usage, prepare vouchers for juror related expenses, maintain jury system records, and prepare statistical reports for the clerk, judges and the Administrative Office of the U.S. Courts, and supervise the jury clerk. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing.

QUALIFICATIONS: Applicants must have a minimum of two years of specialized experience in a related legal field, where knowledge of court organization, legal terminology, and jury system procedures would have been acquired. The preferred applicant must demonstrate a thorough knowledge of the Jury Act and the court's Jury Selection Plan, as well as skill in the use of the court's automated jury program. Applicants must be detail-oriented, possess excellent computer and telephone skills, and have experience in the Windows operating environment. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

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. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

## HOW TO APPLY

Submit cover letter, \*application form, a copy of your resume, references and salary history. Your cover letter should be addressed to: William M. McCool, Clerk, and should include a narrative statement of your background. Submit to:

United States District Court  
Northern District of Florida  
Attn: Ginger Jordan, Human Resources  
111 North Adams Street, Suite 322  
Tallahassee, Florida 32301

\*You can obtain an application form on our web page at:  
<http://www.flnd.uscourts.gov>

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 Clerk of Court will perform an initial screening of applications and resumes on October 30, 2009. Applications and resumes must be received by Thursday, October 29 to be considered for the initial screening.** Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies. Applicant must be a U.S. citizen.

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