
2009 UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

NOTICE OF POSITION VACANCY

Job Announcement No. 2009-03
No. of Vacancies: One
Position Title: Jury Clerk
Grade Range: CL 23-01 to CL 24-61
Salary Range: \$33,334 - \$59,993
Closing Date: January 22, 2009



Date: January 7, 2009
U.S. District Court, NDIL
Human Resources Office 1574
219 South Dearborn Street
Chicago, Illinois 60604
www.ilnd.uscourts.gov

POSITION OVERVIEW

The U.S. District Court for the Northern District of Illinois is recruiting for the position of Jury Clerk. This position is located in the Clerk's Office of the court and reports directly to the Jury Supervisor. This position performs administrative and customer services work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. Must ensure that efficient and fair operations related to the selection, qualification, summoning, orientation, management and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. Will provide assistance and support to higher-level positions; process notices, enter data, provide customer service, prepare mail, and/or conduct jury orientation.

POSITION DUTIES AND RESPONSIBILITIES

The Jury Clerk prepares, mails, receives responses and processes returns of juror qualifications materials. Prepares and mails summonses to jurors needed for grand and petit jury service. Assists in the processing of responses to summonses and updates the automated Jury Management System. Reviews and processes requests by prospective jurors to be excused or deferred. Assists with the follow up on non-compliant jurors. Processes payments and reimbursements for jurors. Assists with the initial orientation of jury pools and preparation of jury panels. Programs messages for summoned jurors on automated system and reschedule jurors after consulting with the Jury Supervisor. Performs records management in compliance with established guidelines. Moderate lifting required.

QUALIFICATIONS

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL23, the candidate must have a high school diploma and a minimum of two years of general experience. To qualify at a CL24, applicants must have one year of specialized experience equivalent to work at the CL23 level. Understanding of Clerk's Office procedures as related to court operations is preferable. Responsible clerical experience which demonstrates a knowledge of office clerical practices such as excellent typing, filing usage, record keeping and good communication skills. College degree preferred.

NOTICE TO APPLICANTS

Before appointment, the selected candidate will be subjected to a criminal background investigation. The Court requires that employees adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for all employees. The Court is a smoke-free environment. Job announcements and employment applications may be obtained by applying for this position and utilizing the on-line application feature located on the Court's local web site at www.ilnd.uscourts.gov

Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.