UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEVADA

VACANCY ANNOUNCEMENT

Position: Career Opportunity #14-NV-15
Jury Administrator

Salary: CPS CL 26/27 - $42,199 to $75,407, depending on qualifications and experience

Opens: October 29, 2014
Closes: November 21, 2014

Location: Las Vegas, Nevada

The U.S. District Court for the District of Nevada, Las Vegas Clerk's Office, has an immediate opening for a Jury Administrator. This is a full-time, permanent position with benefits including annual and sick leave, health and life insurance, employee-paid dental, vision, disability and long-term care insurance, pretax Flexible Spending Accounts, and retirement. This position will be filled in early 2015.

DUTIES AND RESPONSIBILITIES:

The Jury Administrator manages the District Court's jury system and is responsible for its efficient operation through the following duties and responsibilities:

Monitors and analyzes jury plans and procedures and makes recommendations to the Chief Deputy and Clerk of Court.

Creates jury wheels/lists (master, term and panel) for both general and qualified jurors, through the following: Acquires sources lists (voter or drivers license lists from county or state officials, for example) and creates master wheels from those lists. Determines the number of jurors needed to fill each wheel/list.

Prepares, mails, receives responses and processes qualification materials; granting or denying excuses, disqualification or exemption requests per the guidelines and jury plan.

Monitors court calendars to determine the appropriate number of jurors needed for each grand jury term and jury trial day. Prepares and mails summonses to the calculated

number of potential jurors.

Prepares, mails, receives responses and processes summons materials; granting or denying excuses, disqualification or postponement requests per the guidelines and jury plan.

Develops and conducts juror orientations and assists jurors with their logistical needs (parking, refreshments, reading materials, etc.). Sends jury panels to trials, coordinating with judges' daily calendars/needs and manages juror resources to minimize costs and service burdens by such means as pooling jurors.

Monitors and records juror attendance for management of their service and payment. Prepares vouchers for juror and vendor payments, including jury fees, mileage, lodging and parking costs.

Maintains jury system records and compiles and reports statistical information to the clerk, judges and the Administrative Office of the U.S. Courts.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

In addition to the minimum qualifications, competitive applicants should also be able to demonstrate the following knowledge, skills and abilities as evidenced through prior work experience or related education:

- Knowledge of and familiarity with JMS and AJIS Appear software preferred.
- Strong verbal and written communications skills.
- Experience with facilitating group presentations.
- Demonstrated sense of professional decorum (i.e. appropriate dress, speech, demeanor).
- Highly conscientious about detail and accuracy.
- Ability to be mature, flexible and tactful when working under pressure.
- Possess strong organizational skills
- Ability to exercise sound judgement.
- Ability to analyze, compile and report statistical and financial information.

QUALIFICATIONS:

Applicant must be a high school graduate or equivalent. Requires a minimum of three years of progressively responsible clerical experience which provided a knowledge of legal terminology, procedures or legal pleadings that might be found in a law office or other court clerk's office in a federal, state or local court. To be appointed at the CL 27 level, experience must include at least two years of specialized experience with one year equivalent to work at the CL 26 level. Experience in a U.S. District Court Clerk's Office is preferred. This position requires the ability to lift and move supplies, boxes, and equipment.

TO APPLY:

Please submit a detailed resume and cover letter postmarked no later than Friday, November 21, 2014, to:

United States District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attention: Human Resources

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer.

Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.