

# Notice of Career Opportunity

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## United States District Court Eastern District of Missouri



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**Posting Date:** April 12, 2024  
**Vacancy Number:** JA-424  
**Position Title:** Jury Administrator  
**Starting Salary:** CL 26/1: \$54,101-Step 61: \$87,909 with promotion potential to CL 27/1: \$59,426- Step 61: \$ 96,607 level without further competition.  
**Position Location:** St. Louis, MO  
**Closing & Start Date:** Open until filled and Start date to be determined.

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### Position Summary

The position is located at the District Court headquarters office in St. Louis, MO. The Jury Administrator oversees the overall jury system for both petit and grand juries and is responsible for the system's efficient operation, in accordance with approved internal controls, procedures, rules, and regulations. Oversees and performs duties related to the selection, qualification, summoning, orientation, management, and payment of jurors, while ensuring a random selection from a cross section of the community wherein the court convenes. The incumbent ensures an efficient process and maintains the accuracy and integrity of the jury management system. The Jury Administrator leads jury staff in performing various jury administrative and operational duties.

### Summary of Representative Duties and Responsibilities

- Manage and maintain the district court's jury processes. Ensure all jury operations are consistent with internal controls, procedures, rules, regulations, and the district's Jury Plan. Assist in determining court policy as to sizes of jury panels for various types of trials. Assist with the review and update of the Jury Plan, as required. Assist or represent the Clerk in performing the duties required of the Clerk Court.
- Analyze the jury system, make recommendations, and implement efficiencies to the jury management system, incorporating such strategies as jury pooling and other practices to reduce costs and maximize juror utilization. Assist in determining court policy as to sizes of jury panels for various types of trials.
- Perform duties related to master wheel refill. Determine the number of prospective jurors needed to fill the master wheel based on analysis of past trends and a projection of future needs. Create jury wheel lists, including master, term, and panel, for both general and qualified jurors.
- Oversee the preparation and mailing of summons notices and forms. Maintain the questionnaire process. Determine persons who are qualified as jurors under applicable statutes and local rules. Oversee follow-up procedures on persons who fail to respond to questionnaires or jury summonses and take appropriate action to ensure compliance. Make decisions to grant or deny requests for deferral of service, along with follow-up on non-compliant jurors.

- Make recommendations to the judge the numbers of jurors to be summonsed in special circumstances. Monitor court calendars and/or coordinate with courtroom deputies or others, to determine appropriate numbers of jurors needed for trials.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, or other groups to ensure the smooth operation of high-profile or protracted jury trials. Assist in arrangements and perform duties relating to sequestration of jurors.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Develop and maintain juror information for the court's Internet site. Respond to juror inquiries and requests in person, by phone, and in writing.
- Develop and update orientation materials. Conduct pre-juror orientation and assist jurors with logistical needs. Orient jurors as to all aspects of jury service, including service payment, excuses, reporting, absences and respond to inquiries. Oversee the preparation of initial juror certificates.
- Monitor and record juror attendance for management of their service and payment.
- Prepare vendor and jury payments including juror fees, mileage, lodging, and parking costs, as applicable. Prepare annual tax statements regarding juror compensation.
- Prepare monthly jury statistical reports for submission to the Administrative Office. Prepare reports and memoranda regarding jury administration for the clerk of court and chief deputy.

### **Minimum Qualifications and/or Educational Requirements**

Excellent communication and organizational skills are required; computer experience is essential. Must be able to work effectively as part of a team. A degree preferred or equivalent experience in lieu of degree, experience directly related to juror administration, court services or other related area is preferred.

### **Benefits**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Generous Paid Time Off Program  
Public Service Loan Forgiveness  
Defined Benefit Pension Plan  
Long-Term Care Insurance  
Parking/Commuter Benefit Program  
Work Life Services

Eleven Paid Holidays  
Group Health, Dental, Vision and Life Insurance  
Defined Contribution Plan (TSP) with Employer Match  
Health and Dependent Flexible Spending Accounts  
Employee Assistance Program  
Virtual Judiciary Online University

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

### **Background Investigation Requirements**

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

### **Application Procedure and Information**

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- Statement of interest with an explanation of reason you qualify.
- Completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf> )

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court  
Eastern District of Missouri  
Gina Hicks (JA-424)  
Room 3.300  
111 South 10th Street  
St. Louis, MO 63102  
[Moed\\_employment@moed.uscourts.gov](mailto:Moed_employment@moed.uscourts.gov)

Only candidates selected for an interview will be contacted. 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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

***Equal Opportunity Employer***