



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

**POSITION:** Jury and Naturalization Clerk  
**DUTY STATION:** Baltimore, Maryland  
with travel to divisional offices as necessary

**OPENING DATE:** June 30, 2015  
**CLOSING DATE:** July 14, 2015 \*

**SALARY:** CL 23 (\$34,441 - \$43,057) Two years of general experience\*\* or college degree  
CL 24 (\$38,144 - \$61,994) Two years of general experience\*\* or college degree plus  
one year of specialized experience\*\* required  
Possible promotion potential to the CL 25 (\$42,114 - \$68,499) without further competition.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Jury and Naturalization Clerk. The incumbent performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection in accordance with approved internal controls, procedures, and rules. The incumbent ensures the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and makes determinations as to juror attendance. The Jury Clerk provides assistance and support to the Jury Administrator, processes notices, enters data, provides customer service, prepares mail, and conducts jury orientation.

### **Duties include, but are not limited, to the following:**

- Performs duties relating to master wheel refill and grand jury selection. Monitors and records the jury questionnaire process, juror attendance and selection. Provides support and assists jurors during jury service.
- Prepares and mails summonses, notices, and forms. Processes returned summons (including updating demographic and other personal information on juror). Processes payments and reimbursements for jurors; and prepares attendance certificates on behalf of jurors.
- Operates the Court's Jury Management System (JMS) and eJuror component of JMS and other automated systems. Maintains and updates the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors.
- Staffs jury intake reception area, including greeting potential juror and other members of the public and answering telephone and in-person inquiries about jury and naturalizations services.
- Works with Chambers staff, Clerk's Office staff, and other groups to ensure the smooth operation of jury matters including high-profile jury trials.
- Conducts juror orientations which provide pertinent information to large groups of diverse individuals.
- Assists the judge with grand jury selection in the courtroom.
- Assists with the naturalization functions of the court which includes answering inquiries, preparing documents and participation in the courtroom for naturalization ceremonies.

### **Qualifications and Requirements:**

- High school graduation or equivalent required.
- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds. Excellent interpersonal skills.
- Excellent organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- Excellent organizational and interpersonal skills. Strong customer service experience and team orientation required.
- Court, legal experience or college education preferred.
- Some lifting of records is required.

**How to Apply:**

Submit resume and a cover letter stating the reason for your interest in the position  
as a single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

**\*To ensure consideration, resumes must be received no later than 5:00 p.m. on July 14, 2015.**

\*\* General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

\*\* Specialized Experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

\*\*\*\*\*

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- If selected for a first-time appointment to a position in the District of Maryland, you will be required to complete a one-year probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.