****C A R E E R O P P O R T U N I T Y****

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA

Position Title:	Jury Clerk (Full-time permanent)
Position Number:	16-01
Location:	Oklahoma City
Close Date:	March 10, 2016
Salary Range:	$35,470 - $77,030 (CL 24 to CL 27) Starting salary commensurate with qualifications and work experience. This is a career ladder position with promotion to CL-27 without further advertisement.

OVERVIEW: The Court Clerk's office seeks a dynamic, self-starter with exceptional communication and customer service skills to fill the jury clerk vacancy. Incumbent must be extremely detail oriented and accuracy is a must. The Court Clerk's office consists of thirty two employees and supports thirteen judicial officers.

REPRESENTATIVE DUTIES: Jury Clerks perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection in accordance with approved internal controls, procedures, and rules. Employees in these positions ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors. The duties of this position require the incumbent to be involved in the jury process from beginning to end.

The Jury Clerk checks in jurors and conducts juror orientation; provides information to juror candidates and selected jurors; attends courtroom proceedings and answers questions related to juror candidates; maintains juror attendance and expense documentation required to reimburse jurors for parking, mileage, and other approved travel expenses; enters attendance and expense reimbursement information into a Juror Management System; assists in the juror voucher payment process; prepares and distributes certificates of attendance to jurors; prepares, receives and processes juror exit questionnaires; works with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and others to ensure the smooth operation of high-profile or protracted jury trials; and performs other related duties, as assigned.

MINIMUM QUALIFICATIONS: The successful applicant must have a minimum of two years of general experience and at least one year of specialized 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 of report generation.

The incumbent must have solid computer skills, including proficiency in Microsoft Office and Adobe Acrobat, knowledge of the terms and processes used for court calendars and dockets, and the demonstrated ability to interpret and apply a body or rules, regulations, directives, or laws. A high school diploma or equivalent is required, and a Bachelor's degree is preferred. *Applicants must be a United States citizen or eligible to work in the United States.*

COURT PREFERRED QUALIFICATIONS: Preference will be given to applicants with at least five years of specialized experience; court experience; experience in a similar position; and a Bachelor's degree.

PERSONAL CHARACTERISTICS: The visibility of this position makes it important for a candidate to maintain a professional appearance and demeanor at all times and be committed to working harmoniously with others. Successful candidates should be highly organized, possess good judgment and poise, and be able to maintain confidentiality. This position will interact with the public and will also communicate routinely with federal judges, managers, and court employees. Incumbent must be able to balance the demands of varying workload responsibilities and critical deadlines.

BENEFITS: Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in health and life insurance programs, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

As a condition of employment, the selected candidate will be subject to an FBI background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment.

Selected candidate will be subject to a one-year probationary period. All court employees are at will and therefore the selected candidate may be removed from this position at any time.

APPLICATION INSTRUCTIONS: A complete employment application must contain:

1. Cover letter explaining why you are a good candidate for this position;
2. Federal Employment Application (AO-78) available at www.okwd.uscourts.gov;
3. Two copies of resume.

Send complete application package to the address below by the closing date of March 10, 2016.

Human Resources, No. 16-01
United States District Court
Western District of Oklahoma
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

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