



**SUSAN SOONG**  
Clerk of Court

**San Francisco Division**  
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**San Jose Division**  
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San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is an equal opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Jury Clerk

Classification Level: CL-25

Salary Range: \$47,789 - \$77,716, depending upon experience and qualifications

Location: Oakland, CA (occasional travel to San Francisco, CA)

Opening Date: May 2, 2017

Closing Date: Open until filled

Number of Positions: 1

### POSITION OVERVIEW

A jury clerk is a public-facing role serving the federal district court. At the core of a jury clerk's job is a commitment to extraordinary customer service and to a fair jury trial system. Successful jury clerks are friendly, patient, and respectful of all people regardless of background. This position involves detailed work and creative problem-solving, and contributes significantly to the court's public service mission.

A jury clerk's duties relate to the qualification, summoning, orientation, management, and payment of jurors, and include such tasks as:

- ✓ Responding to inquiries from prospective jurors and the general public in person and by phone, email, and letter.
- ✓ Processing responses to jury qualification questions by following legal guidelines, keeping detailed notes in the jury software system, checking quality of data and correcting where necessary.
- ✓ Addressing and resolving prospective jurors' requests for postponement, excusal, or special accommodations.
- ✓ Assisting jurors in the courthouse for trial or grand jury selection and providing ongoing support to those selected for service.
- ✓ Orienting prospective jurors by providing brief training sessions for groups of up to 100 people.
- ✓ Updating resources such as online calendars, an interactive voice response system, and the court's external and internal websites.
- ✓ Coordinating jury activity with staff for judges, clerk's office, U.S. Marshals Service, U.S. Attorney's Office, and other groups in cases of high-profile or lengthy jury trials.
- ✓ Planning and coordinating the mailing of printed juror summonses, both in-house and with outside vendors.
- ✓ Providing statistical data on juror usage and demographics.
- ✓ Serving as liaison for the jury administrator with other agencies, outside vendors, and local building management as requested.
- ✓ Performing other duties as assigned.

### QUALIFICATIONS

#### Minimum Qualifications

The successful applicant must have two years specialized experience, including at least one year specialized experience at or equivalent to CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of

experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-24. **Specialized Experience** is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

### **Preferred Qualifications**

- Ability to communicate effectively with individuals and groups.
- Ability to do detail-oriented work with limited supervision.
- Ability to work under pressure.
- Ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Proven analytical reasoning skills and sound judgment.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.

### **COMPENSATION AND BENEFITS**

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

### **INFORMATION FOR APPLICANTS**

The successful candidate for this position is subject to a FBI fingerprint check as a condition of employment, and may be subject to periodic updates. Employment will be provisional and contingent upon the satisfactory completion of the required background check. The United States District Court requires employees to adhere to a Code of Conduct for Federal Judicial Employees (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

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.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two

years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on accommodation requests will be made on a case-by-case basis.

### **APPLICATION PROCEDURE**

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To be considered for this position, please submit a resume with a cover letter, names and contact information for three professional references, and a completed AO78 application form. This form is located at: <http://www.uscourts.gov/sites/default/files/ao078.pdf>

#### **PLEASE SUBMIT TO:**

United States District Court-NDCA  
Attn: Human Resources (FY17-18)  
Email to: [hr@cand.uscourts.gov](mailto:hr@cand.uscourts.gov)