



SUSAN SOONG
Clerk of Court

San Francisco Division
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Oakland, CA 94612

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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 Supervisor

Classification Level: CL-27 through CL-28

Salary Range: CL27: \$59,097 - \$96,117; CL28: \$70,866 - \$115,157 / Depending upon Experience and Qualifications*

Location: San Francisco, CA (occasional travel to other divisions)

Opening Date: July 19, 2018

Closing Date: Open Until Filled (priority cut-off date, August 3, 2018)

Number of Positions: 1

*Salary commensurate with qualifications and work experience.

If hired as a CL 27, promotion eligibility to a CL 28 without further competition or advertisement.

POSITION OVERVIEW

The Jury Administrator/Supervisor is responsible for maintaining the integrity of the court's jury management system. This requires work on many different levels:

- ensuring smooth execution of the juror qualification and selection process through close work with judges, court staff, and outside vendors;
- positively impacting the public perception and experience of jury service through customer service and civic outreach efforts; and
- collecting data for juror payment and for national reporting requirements, and to analyze the efficacy of the court's jury management procedures.

The Jury Administrator/Supervisor is responsible for supervising, coaching and developing four jury clerks located in the San Francisco, Oakland and San Jose divisional offices.

Primary duties:

- Follows statutory requirements and the court's Jury Plan for qualifying, summoning, and managing both petit and grand jurors. Oversees juror record maintenance. Maintains and manages the jury wheels.
- Demonstrates a strong customer-service ethic (and fosters among jury staff) while providing information to prospective and selected jurors, conducting juror orientation, and resolving prospective jurors' requests for deferral, waivers, or special needs.
- Coordinates with judges, courtroom deputy clerks and other court staff, U.S. Marshals Service, U.S. Attorney's Office, and other agencies to ensure the smooth operation of all jury selections and trials, including high-profile or lengthy trials.
- Oversees grand juries and acts as liaison between the U.S. Attorney's Office, the chief judge, and employers of grand jurors.
- Creates and interprets reports for internal and external use.
- Analyzes jury management processes for areas of improvement in order to reduce costs, minimize inconvenience to jurors, and maximize juror utilization.
- Optimizes use of the court's online jury management system and electronic juror application, and develops and maintains jury-related information for the court's internal

and external websites.

- Plans goals, objectives, procedures and work standards for the unit.
- In close coordination with Director of Courtroom Operations, advises judges and senior management on issues of jury-related court policies; offers analysis and interpretation of federal and local rules, orders, and court directives as they relate to jury administration.

QUALIFICATIONS

Minimum Qualifications

Candidate must have a minimum of two years specialized experience, including one year specialized experience at or equivalent to work at the CL-26. For placement at the CL-28, the candidate must have three years specialized experience, including one year specialized experience at or equivalent to work at the CL-27 **Specialized Experience** is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management; and the ability to understand the managerial policies applicable to the court.

Preferred Qualifications

- Prior federal court experience.
- A college degree.
- Experience maintaining records and displaying data in a variety of types of statistical reports.
- Experience developing and implementing improvements to processes or programs.
- Ability to provide leadership in a supportive and encouraging manner;
- Excellent organizational and time management skills;
- Ability to plan, coordinate and schedule work operations and staff leave schedules, and evaluate staff performance in a fair and consistent manner;
- Ability to leverage technology to improve productivity and quality of service or work product;
- Proven ability to consistently demonstrate sound ethics and good judgment;
- Excellent communication and customer service skills; and
- Ability to interact with a wide variety of people tactfully and courteously.

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 and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (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.

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 requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

Applicants must submit the following: 1. Cover Letter and 2. Resume

Go to our agency website at <http://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered.