



**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT
No. 2024-04**

Position:	JURY ADMINISTRATOR
Terms of Employment:	Full-time, Excepted Service
Classification Level:	Court Personnel System, CL 27 Table HI - Hawaii Grade: CL 27 steps 1-61; Salary range: \$65,883-\$107,105* Starting salary dependent on qualifications and experience. <i>*Salary noted above includes an 8.9% Hawaii Cost of Living Adjustment (COLA) for 2024, subject to change annually.</i>
Position Location:	Office of the Clerk United States District Court Prince Kuhio Federal Building and U.S. Courthouse 300 Ala Moana Boulevard Honolulu, HI 96850
Closing Date:	Position open until filled. Apply by Friday, April 12 for priority consideration.

Are you interested in a position that supports the federal Judiciary's mission of ensuring equal access under the law? Do you thrive in a team environment? The Clerk's Office of the United States District Court is seeking a talented **Jury Administrator**.

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. The Jury Administrator 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. 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.

REPRESENTATIVE DUTIES:

- 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 with the review and update of the Jury Plan, as required. Assist or represent the Clerk in performing the duties required of the Clerk.

- Analyze the jury system, make recommendations, and implement efficiencies to the jury management system, incorporating such strategies as jury pooling, staggered jury reporting times, and other practices to reduce costs and maximize juror utilization.
- 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. Determine an appropriate number of questionnaires to be mailed based on an estimated percentage of returns. Determine from an examination of returned questionnaires those 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, including preparation of orders to show cause for the judge.
- Recommend 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 making arrangements and performing duties relating to sequestration of jurors.
- Assist in determining court policy as to sizes of jury panels for various types of trials.
- 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 juror orientation and assist jurors with logistical needs. Orient jurors as to all aspects of jury service, including service payment, excuses, reporting, absences, Jury Act rights, and respond to inquiries. Oversee the preparation of juror certificates.
- Monitor and record juror attendance for management of their service and payment.
- Prepare vouchers for jury and vendor 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 notification to the Administrative Office regarding the number of citizens naturalized monthly. Prepare reports and memoranda regarding jury administration for the clerk of court and chief deputy.
- Provide training, guidance, oversight, and leadership to other employees performing jury administration work. This includes the full scope of first line supervisor duties, including, but not limited to, planning and assigning work, overseeing work results, providing feedback and conducting performance evaluations, assisting in the hiring process, identifying and conducting training, establishing objective performance standards, rewarding exceptional performance and conduct, handling disciplinary matters, keeping staff informed of policies and procedures, and working collaboratively with staff and others to improve work quality and results.
- Other duties, as assigned.

SALARY AND QUALIFICATIONS:

Starting salary depends on qualifications and experience. This position is graded under the Court Personnel System.

Minimum Qualifications:

The successful candidate must:

- Be a high school graduate or equivalent with a minimum of two years 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. Such experience is common 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 human resources/payroll operations.
- Have a minimum of one year of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: (1) Skill in developing the interpersonal work relationships needed to lead a team of employees, (2) The ability to exercise mature judgment, and (3) Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the district court.
- Have a professional demeanor, be self-motivated, be accountable to high professional standards, and possess excellent time management and organizational skills, as well as strong verbal and written communications skills. Must have the ability to convey information to individuals and large groups in clear and concise terms.
- Have knowledge of the terms and processes used for court calendars and dockets. Skill in preparing documents, compiling data, and preparing reports using the applicable software and databases.
- Have knowledge of local jury plan, administrative directives, and other policies and procedures regarding the administration of jury panels, as well as the rights and responsibilities of jurors.
- Be able to maintain the accuracy and integrity of the jury administration system and all data related to jurors and candidates. Ability to analyze, organize and audit data. Ability to coordinate with other court staff and outside agencies to refill the jury wheel and perform duties needed to manage high-profile juries. Ability to manage time wisely to select, prepare, and orient jury candidates efficiently and effectively according to the needs of the judge and the court.
- Be well versed in various automation programs, possess exceptional interpersonal and customer service skills, and enjoy working with the public.
- Possess unquestioned integrity, trustworthiness, character, and the ability to maintain confidentiality; demonstrate sound and mature problem-solving skills and judgment in handling sensitive material; exhibit a professional and positive demeanor with a customer-focused attitude; and be able to work independently.

Preferred Qualifications:

Experience working within the Federal Judiciary is a plus.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidates will be provisionally hired subject to successful completion of a background investigation by law enforcement agencies, which includes an FBI fingerprint check.

Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

TOTAL REWARDS & WORK-LIFE BALANCE:

Salary: Depending on qualifications and experience, \$65,883-\$107,105 (CL 27 steps 1-61).

Time off: 13 days of paid vacation the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 14 paid holidays (including both federal and local holidays).

BENEFITS

Federal Pension and optional employer-matching Thrift Savings Plan (similar to a 401K).

Choice of a variety of employer-subsidized federal health and insurance plans. Optional dental, vision, and long-term care coverage.

Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.

Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit subsidy, reasonable work hours, potential for occasional telework, onsite cafeteria and gym.

See the United States Courts website for an overview of [Federal Judiciary benefits](#).

APPLICATION PROCESS:

Priority will be given to candidates who apply by **Friday, April 12, 2024**. To ensure consideration, qualified applicants must submit one of each of the following documents combined into a **single PDF**:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous," or on the Employment Page; and
- 4) Three professional references with current contact information.

You must submit **ALL** required documents to be considered for this opportunity. Non-submission of the required documentation or an incomplete application packet may disqualify applicant from further consideration.

Please submit as one PDF via email to: careers@hid.uscourts.gov with subject line: *VA 24-04 Jury Administrator (your name)*.

The U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Interview and relocation expenses are not eligible for reimbursement.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, to fill the position any time before the closing or priority consideration date, or to fill more than one position from this vacancy, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court Unit Executive may choose to select a candidate from the original qualified applicant pool.

Equal Focused Employer. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance. 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 Human Resources at 808-541-1441. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

We value diversity, are committed to equity and inclusion, and support a workplace in which everyone is treated with dignity and respect.