



UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE
55 PLEASANT STREET, ROOM 110
CONCORD, NEW HAMPSHIRE 03301
603.225.1423
www.nhd.uscourts.gov

JURY ADMINISTRATOR (2018-02D)

Location:	Concord, NH	Salary Range:	\$54,090 to \$87,974
Opening Date:	February 1, 2018	Closing Date:	March 2, 2018

Position Description

The United States District Court for the District of New Hampshire is accepting applications for a full-time permanent Jury Administrator. This position is located in the clerk's office and reports to the Chief Deputy Clerk. Jury administrators 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 for petit and/or grand juries, and make determinations as to juror attendance. Jury administrators provide assistance and support to higher-level positions, process notices, enter data, provide customer service, prepare mail, and/or conduct jury orientation. They manage the entire jury process from beginning to end, ensuring that the court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system. Compared to Jury Clerk employees, work at this level requires a higher level of knowledge regarding the national and local jury statutes, policies, and procedures, as well as state and local court systems and policies. Jury administrators prepare standard and non-standard statistical and financial reports for judges and court unit executives, and/or have responsibilities for leading, supervising, and/or mentoring other court staff performing jury administration duties.

Position Duties

- Maintain and manage the jury system and jury wheels. Monitor court calendars (and/or coordinate with courtroom deputies or others) to determine appropriate number of jurors needed.
- Perform duties relating to sequestration of jurors.
- Perform duties relating to master wheel refill and grand jury selection. Monitor and record juror attendance and selection. Provide support and assist jurors during jury service.
- Prepare and mail qualification questionnaires, summons notices, and other jury forms. Process payments and reimbursements for jurors and prepare attendance certificates on behalf of jurors. Process returned questionnaires, summons, and excuse requests.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Work with chambers' staff, clerk's office staff, U.S. Marshals Service, attorneys, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Respond to juror inquiries and requests (in person, by phone, and in writing). Resolve juror candidate requests for deferral, waivers, or special needs. Conduct jury orientation and provide information to juror candidates and selected jurors. Manage jury selection proceedings in court.

- Enter and compile information regarding empaneled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- May perform duties associated with public outreach, education, and naturalization ceremonies.
- Provide training, guidance, and formal supervision for other employees performing jury administration work.
- Perform other duties as assigned

Qualification Requirements

The successful candidate must possess a minimum of four years of progressively responsible legal experience. Candidates should be industrious, creative, intelligent, diplomatic, energetic, forward thinking, dynamic, public service oriented and versatile with exceptional interpersonal and communication skills. While accuracy and attention to detail is essential, equally important is the demonstrated ability to persevere in bringing complex operational issues and/or automated system problems to a successful resolution. Candidates must have the capacity to synthesize complex information, exercise independent, sound judgment, problem solve, and take ownership of and manage both assigned duties and special projects. The ability to balance the demands of varying workload responsibilities and deadlines is critical. The incumbent will be expected to work in a team environment and must be able to interact with all segments of the legal community and public.

While not required, the ideal candidate will have:

- Experience in jury administration or court operations.

Background Checks

The selected applicant will be subject to a background investigation by law enforcement agencies and may be required to provide educational transcripts. Specialized testing of the applicant's skills may be required.

How To Apply

Qualified applicants should submit a letter of interest, a resume, and a salary history for the past ten years in one PDF document to Thomas Van Beaver at

tom_vanbeaver@nhd.uscourts.gov

by the close of business on **March 2, 2018**. Applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The United States District Court for the District of New Hampshire is an equal opportunity employer.