



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**
<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 26-03

POSITION: Jury Specialist

LOCATION: Birmingham, AL

OPENING DATE: January 23, 2026 CLOSING DATE: February 13, 2026

CLASSIFICATION LEVEL: CL 25

STARTING SALARY: \$49,858 - \$81,074

The actual starting salary is dependent upon experience and qualifications.

SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 15 federal judges located across 5 geographical divisions.

POSITION OVERVIEW

This position is organized in the Operations section of the U.S. District Court Clerk's Office, with responsibilities required for the coordination and preparation of qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent assists in ensuring efficient and fair operations related to the summoning, qualifications, selection, orientation, management, and payment of jurors for petit and/or grand juries. **Travel between the geographical divisions may be necessary to support court operations. Limited situational telework may be available per policy at the discretion of the Clerk of Court.**

DUTIES AND RESPONSIBILITIES

- Perform duties relating to master wheel refill and grand and petit jury selection.
- Provide operational and logistical support for the grand jury, as required.
- Monitor court calendars to coordinate the number of jurors needed for jury trials.
- Prepare and mail summons notices and forms. Process returned summons, including data entry and preparation of excusal letters.
- Operate the court's Jury Management System (JMS), the e-juror component of JMS, and other automated systems. Perform quality checks on data entry.
- Maintain and update demographic and other information on juror candidates.
- Monitor and record the jury questionnaire process, juror attendance, and selection.
- Maintain and update an interactive voice response system for summoned jurors.
- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and advise management on non-compliant jurors.

- Check-in jurors, conduct orientation, and assist jurors with logistical needs. Direct juries to the appropriate courtroom. Provide support and assistance to jurors during service.
- Prepare, receive, and process juror exit questionnaires.
- Process payments and reimbursements for jurors and prepare attendance certificates.
- Prepare and provide statistical data on petit and/or grand jury panels.
- Serve as a liaison with other agencies, outside vendors, and local building management.
- Perform other duties, as assigned.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

Applicants must have specialized experience that includes progressive knowledge and responsibility in courtroom processes, procedures, and requirements.

Other Requirements: The incumbent must be detail-oriented and possess strong interpersonal, organizational, customer service, and problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; and skilled in the use of automated systems and software, including word processing, spreadsheets, and databases.

EDUCATION

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.