



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

**JOB OPPORTUNITY NUMBER: ALND 23-01**

**POSITION: Jury Supervisor**

**LOCATION: Birmingham, AL**

**OPENING DATE: February 22, 2023      CLOSING DATE: March 19, 2023**

**CLASSIFICATION LEVEL: CL 28**

**STARTING SALARY: \$66,758 - \$108,542**

**Actual starting salary 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 40 professional staff providing administrative and operational support to more than 15 federal judges located across 7 geographical divisions. The District enjoys a friendly and talented staff, an interesting and evolving workload, and collegial agency relationships across the Executive and Judicial Branches of the U.S. Government.

**POSITION OVERVIEW**

This position is organized in the Operations section of the U.S. District Court Clerk's Office, with responsibilities overseeing the district's jury processes and system for both petit and grand juries. The incumbent is overall responsible for efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of all jurors. Additional duties include the management of staff to ensure compliance with appropriate guidelines, policies, and internal controls. **Travel between the geographical divisions is necessary to support jury operations and train Court staff. Limited situational telework may be available per policy at the discretion of the Clerk of Court.**

**DUTIES AND RESPONSIBILITIES**

- Supervise employees involved in jury activities, including training, assigning and reviewing work, evaluating performance, and recommending disciplinary actions.
- Manage the Court's jury processes. Ensure all jury operations are consistent with internal controls, procedures, rules, regulations, and the Jury Management Plan.
- Analyze the jury system, make recommendations, and implement efficiencies to the jury management system to reduce costs and maximize juror utilization.
- Direct and perform duties related to master wheel refill. Perform statistical calculations to ensure proportional county representation. Coordinate with a vendor to assist in building the wheels. Monitor jury wheel throughout the life of the wheel, and direct or perform duties related to adding names as needed.

- Oversee the preparation and mailing of summons notices and forms. Oversee follow-up procedures on persons who fail to respond to questionnaires or jury summonses and take appropriate action to ensure compliance.
- Recommend to judges the numbers of jurors to be summoned in special circumstances.
- Work with chambers staff, Clerk's Office staff, the U.S. Marshals Service, the U.S. Attorney's Office, and/or other groups to ensure the smooth operation of jury trials. Assist in coordinating logistics and other duties related to jury sequestration.
- 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 or utilize online resources. Respond to juror inquiries and requests in person, by phone, and in writing.
- Collect data, offer guidance, and prepare responses to the Court on any official challenge to the jury wheel.
- Develop and update orientation materials. Conduct juror orientation and assist jurors with logistical needs. Oversee the preparation of juror certificates.
- Monitor and record juror attendance for management of their service and compensation.
- Prepare vouchers for jury and vendor payments. Prepare annual tax statements regarding juror compensation.
- Prepare monthly jury statistical reports for the Administrative Office. Prepare reports and memoranda regarding jury administration for the Clerk of Court.
- Prepare monthly statistical reports for the Court on grand jury utilization. Monitor grand jury utilization and address any concerns with the appropriate AUSA, the Clerk of Court, the Court's Clerk's Office Committee, and/or the Chief Judge.
- Compile data and prepare appropriate monthly budget accruals utilizing the Judiciary's financial management system.
- Maintain, utilize, and manage jury-related vendors. Ensure vendor compliance with all policies and requirements and oversee the completion of all required forms and processes. Coordinate with procurement and financial staff, as necessary.
- Coordinate/oversee the scheduling and use of Jury Assembly Rooms across the District.
- Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Remain knowledgeable of the latest federal government guidelines on jury management. Draft jury operating procedures.
- Manage special jury projects and 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 a minimum of two years of specialized experience that includes progressive knowledge and responsibility in jury processes, procedures, and requirements. Experience in federal or state jury management is preferred.

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, 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](mailto:personnel@alnd.uscourts.gov). Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

**The United States District Court is an Equal Opportunity Employer.**