



United States District Court
District of Minnesota

CAREER OPPORTUNITY

Position: Jury Specialist/Records Specialist

Location: District of Minnesota
St. Paul, MN

Salary Range: CL 25
Range: \$38,011 to \$61,801
(Starting range \$38,011 to \$47,527)

Closing Date: Monday, March 24, 2008 at 5 PM

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota Counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 7 magistrate judges and a clerk's office staff of over 60.

Position Description:

Jury Specialist

This position is located in the Clerk's Office of the United States District Court. The incumbent is responsible for efficiently maintaining the jury system. The incumbent performs duties related to the selection, qualification, summoning, orientation, management and payment of jurors.

Records Specialist

As the Records Specialist for the District, the incumbent is responsible for all aspects of the court's records management program including records disposition and records scheduling. The incumbent maintains the records for the Clerk's Office in all divisions in the District of Minnesota and ensures proper compliance with the Records Disposition Program.

Representative Duties:

Jury Specialist

- Maintains the Jury Management System (JMS) for the District Court.
- Maintains daily jury utilization which includes monitoring court calendars to determine the appropriate number of jurors needed for each jury trial and ensures appropriate attendance.
- Prepares, mails and receives responses associated with jury selection and processes qualification materials.
- Grants or denies requests for deferral of service from prospective jurors.
- Prepares orientation material and provides formal presentations to prospective jurors and other members of the community.
- Assists prospective jurors with logistical needs associated with their service as a juror.
- Monitors and records juror attendance for management of service and payment.
- Prepares statistical reports for the Judges, Clerk and Administrative Office (A.O.) in Washington, D.C.

Records Specialist

As the Records Specialist, the incumbent is responsible for providing all personnel who handle records with records disposition, program information, records schedules and training (either on-site or through National Archives and Records Administration (NARA)).

Although all court officers are responsible for ensuring that only essential information goes into the files which are ultimately stored in the records centers and that files are kept free of duplicate paper, as Records Specialist, the incumbent performs periodic quality control evaluations of procedures and records.

Specifically, the incumbent:

- Performs an initial complete inventory of all records in each division and performs periodic spot checks thereafter to ensure accurate inventory list.
- Creates and maintains a database for tracking and managing records and reports to division managers regarding maintenance, disposal and status of records.
- Retrieves files and makes copies of records for court personnel, attorneys and others.
- Establishes and maintains district-wide procedures and policies for records management (including both paper and electronic records) by reviewing NARA and AO policies and guidelines for retention and disposition of government records and making recommendations to division managers as to the creation and adoption of District of Minnesota policies and procedures.
- Serves as the "expert" regarding policies, procedures and guidelines for records management.

- Supervises the systematic disposal, by destruction or donation, of records no longer needed and the retirement of inactive records to storage space provided by the Federal Records Centers (FRCs).
- Coordinates retrieval of records from FRC when requested.
- Handles the transfer of records determined to have sufficient historical or other value to warrant permanent retention to the custody of the National Archives.
- Manages and maintains integrity of the records management system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Prepares and ships records to the appropriate FRC with the assistance of other court personnel.
- Establishes and monitors district-wide procedures for retrieval of records from the FRC.

Qualifications:

- Excellent customer service skills
- Excellent communication skills, oral and written
- Attention to detail
- Proficient in word processing, spreadsheets and Internet
- Basic skills in accounting and statistics
- Good organizational skills and ability to multitask
- Good time management and ability to prioritize
- Familiarity with legal terms
- Ability to lift heavy boxes
- Bachelor's degree preferred
- Experience in court operations or legal work is preferred

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Application Process

Qualified candidates should submit resume with cover letter to:

U.S. District Court
 Attn: Human Resources Manager
 United States Courthouse
 300 South 4th Street, Suite 202
 Minneapolis, MN 55415
 E-mail: hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. All new employees will be subject to a background check.

The Court is an Equal Opportunity Employer