



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**  
Vacancy Announcement #2015-10

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Position:	Operations Generalist - Jury Specialist Regular full-time position
Number of Vacancies:	One
Location:	Warren E. Burger Federal Building and U.S. Courthouse St. Paul, MN
Posting Date:	January 23, 2015
Classification:	CL 25
Salary:	Salary Range: \$41,009 - \$66,701 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, February 6, 2015 at 5:00 p.m.
Area of Consideration:	Open to all sources

**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 St. Paul, Minneapolis, Duluth and Fergus Falls. This position supports 7 authorized district judges, 4 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, and Clerk's Office staff.

**Introduction**

This position is located in the Clerk's Office in the Warren E. Burger Federal Building and U.S. Courthouse in St. Paul, Minnesota. The incumbent serves as the Operations Generalist – Jury Specialist for the office, including intake, docketing, and financial duties.

## **Representative Duties**

### Jury Specialist:

Maintains daily juror utilization to determine the appropriate number of jurors needed for each jury trial and ensure appropriate attendance.

Prepares and delivers jury selection and processes materials, and receives responses.

Makes decisions to grant or deny requests for deferral of service, along with following up on non-compliant jurors, including orders to show cause for the jury judge.

Conducts juror orientation, and assists jurors with their logistical needs (parking, lodging, refreshments, reading materials, etc.).

Prepares jury panels for trials (via JMS), coordinating with judges' daily calendars/needs.

Monitors and records juror attendance for management of service and payment.

Prepares vouchers for juror and vendor payments, including jury fees, mileage, lodging, and parking costs. Also, prepares annual tax statements for juror compensation.

### General Operations and Administrative Support:

Accepts appropriate documents, informs customers of required fees.

Assist the public in the use of computerized databases. Provide information to the public without providing legal advice.

Performs quality assurance checks on electronically filed documents by identifying input errors in ECF and taking corrective actions including conformity with appropriate rules, practices and/or court requirements.

Assists judges and Citizenship and Immigration Service (CIS) officials with naturalization ceremonies.

Maintains and monitors deposits of monies received, along with applicable financial reports.

Assist with attorney admission and attorney helpdesk questions.

### Case Administration Support:

Manage cases from opening to closing. Create and process new case files by assigning case numbers and judges. Open cases in case management system. Enter initial case filings into the case record. Audit cases for closing and check case record to ensure that all necessary documents are entered and deadlines are met.

Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national

procedures. Process notices of appeal and appeal-related documents. Perform quality control on all entries.

Enter documents received over the counter or U.S. Mail into the case record. Maintain documents in the appropriate location. Provide forms via mail or e-mail as required.

Prepare and analyze required reports. Check data from reports in order to meet quality assurance standards.

Review case record for previous or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.

Assist the public with electronic and paper files. Answer helpdesk calls assisting attorneys and pro se litigants with filing questions and case status.

Prepare and enter judgments, Circuit Court Opinions and Circuit Court Judgments.

Test new procedures and processes and provide feedback.

Provide notice of court filings as required by law.

Communicate and respond to management requests regarding case administrative operations. Answer procedural questions for judges, staff, and public. Provide customer service and resolve difficulties while complying with regulations, rules and procedures.

Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

Other duties as assigned

### **Job Qualifications**

Education and experience that demonstrates attention to detail, ability to take directions from others, familiarity with legal terms, excellent organization skills, computer and case management experience and excellent customer service skills. BA or Paralegal degree 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 email resume **with cover letter** to:

[hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov)

**Please enter "Application for Operations Generalist – Jury Specialist Position" in the email Subject line.**

All documents should be combined and emailed as one PDF attachment.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

All final candidates are subject to a background investigation, including criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

***The Court is an Equal Opportunity Employer***