



## UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF TENNESSEE

**POSITION:** Jury Clerk (Full-Time Temporary)

**VACANCY NO.:** 2021-001

**LOCATION:** Nashville, Tennessee

**SALARY RANGE:** \$38,694 to 53,433 (CL 24 to CL 25) Starting salary commensurate with qualifications and work experience.

### TERM

**START DATE:** Temporary appointment beginning February 15, 2021 and ending May 28, 2021.

### APPLICATION

**CLOSING DATE:** January 29, 2021

### POSITION OVERVIEW:

The Clerk's Office seeks a dynamic self-starter with exceptional communication and customer service skills who will perform administrative work to coordinate and prepare qualified jurors for jury selection.

### REPRESENTATIVE DUTIES:

- Assist in the preparation and mailing of juror materials.
- Assist in the receipt, processing, and sorting of qualification questionnaires.
- Assist with the coordination of jury panels for judges on empanelment day, including monitoring and recording juror attendance, and assisting with juror orientation.
- Respond to public inquiries by telephone and in person.
- Assist jurors with daily parking validation, certificates, and questions.
- Assist in completing follow-up procedures on persons who fail to respond to questionnaires or jury summonses and take appropriate action to ensure compliance.
- Prepare routine correspondence to prospective jurors regarding incomplete questionnaires and failure to return questionnaires.
- Perform duties related to master wheel refill and grand jury selection.
- Operate the Court's JMS and e-juror component of JMS and other automated systems.
- Work with chambers staff, Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Monitor court calendars (and/or coordinate with courtroom deputies or others) to determine appropriate number of jurors needed.
- 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 prospective jurors.
- Perform other similar duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Applicant must have a minimum of two (2) years of general experience and at least one year of specialized experience in clerical or administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that include routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation.
- Applicant must have solid computer skills and knowledge of the terms and processes used for court calendars and dockets.
- Ability to demonstrate, interpret and apply a body of rules, regulations, directives and laws.
- The ability to interact effectively and appropriately with the public, provide excellent customer service, and resolve difficult issues.
- Ability to consistently demonstrate sound ethics and judgment.
- Attention to detail and the ability to meet required deadlines.
- Applicant must exemplify excellent written and oral communications skills.
- Strong preference for candidate with college degree.

**CONDITIONS OF EMPLOYMENT:**

- Employee must be a US citizen or eligible to work in the US.
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request.
- Employees of the US District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Final candidate is subject to a background check.

**TO APPLY:**

Interested applicants should submit a cover letter and resume in **one PDF document** to [applications@tnmd.uscourts.gov](mailto:applications@tnmd.uscourts.gov) with the subject line “Jury Clerk.” For priority consideration, the **PDF document** must be submitted by the close of business on **Friday, January 29, 2021**.

The best qualified applicants will be invited for a personal interview. Travel and relocation and expenses will not be reimbursed.

***THE UNITED STATES DISTRICT COURT IS AN  
EQUAL OPPORTUNITY EMPLOYER***