



**Sandra Day O'Connor  
U.S. Courthouse  
401 West Washington Street  
Phoenix, AZ 85003-2119**

### **Benefits**

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include:
  - a defined benefit program (4.4% of gross pay)
  - Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.

In addition, we offer flexible work schedules and an in-house fitness facility.



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for the District of Arizona is an  
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# **U.S. District Court – District of Arizona**

**Career Opportunity # 24-29**

## **Jury Clerk**

|                |   |
|----------------|---|
| Position Type: | Full Time Regular   |
| Salary Range:  | \$45,346 - \$73,753<br>(Depending on qualifications and experience) |
| Job Grade:     | CL 24   |
| Open Date:     | 4/22/2024   |
| Closing Date:  | Open until filled   |
| Location:      | Phoenix, AZ   |

### **POSITION OVERVIEW**

The United States District Court for the District of Arizona is accepting applications from qualified candidates for a full-time Jury Clerk. The current opportunity will be based in Phoenix and will handle jury matters for both the Phoenix and Prescott Divisions. The successful candidate must be a self-starter and extremely detail oriented. The incumbent will serve the public in an interesting and growth-oriented career and must possess strong organizational and communication skills. The incumbent will report directly to the Jury Administrator.

### **REPRESENTATIVE DUTIES**

Jury clerks perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection in accordance with approved internal controls, procedures, and rules. Employees in these positions ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors. Representative duties will include but are not limited to:

- Prepare and mail juror questionnaires and other information.
- Process and respond to juror mail, email, and telephone calls in a timely manner.
- Process juror questionnaires and other documents.
- Process and respond to deferral and excuse requests.
- Schedule and prepare for jury selections.
- Conduct juror check-in and provide juror orientation.
- Provide support to and assist jurors during jury service.
- Prepare paperwork after jury selections, including juror payments and reimbursements.
- Operate the Court's Juror Management System (JMS) and eJuror (component of JMS).
- Maintain and update the interactive voice response system (AJIS).
- Maintain accurate inventory of jury supplies.
- Communicate verbally and in writing with judges, court personnel, U.S. Attorney's Office, jurors, and other groups to ensure the smooth and efficient operation of all jury-related proceedings.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

This position will involve significant public contact and personal interaction, experience managing a heavy call volume, and the ability to speak publicly in front of a large group. Qualifications include:

- Two years of previous and extensive customer service experience.
- Excellent oral and written communication skills.
- Ability to work independently and use judgment to resolve issues based on knowledge and experience.
- Ability to interact effectively and appropriately with the public, internal customers, and co-workers.



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## **How to Apply**

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Two most recent performance evaluations (strongly preferred). Letters of recommendation may be substituted if no evaluation is available.

Go to our web site: <https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.



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- Ability to maintain confidentiality.
- Ability to resolve difficulties while complying with regulations, rules, and procedures regarding jury administration.
- Ability to be flexible and adapt to unanticipated needs and problems, and to manage multiple tasks and priorities.
- Ability to consistently demonstrate sound ethics and judgment.
- Skill and precision in performing data entry and preparing documents using Microsoft Office.
- Payment processing experience is beneficial.
- Ability to work extended hours and travel within the district as needed.
- High school graduate (or equivalent) and must have a minimum of two years of general experience and one year of specialized experience.

**Generalized experience** is progressively responsible clerical, office, or other work that indicates the possession of or the ability to acquire the particular knowledge and skills necessary to do the job. Education above the high school level may be substituted for general experience.

**Specialized experience** is progressively responsible experience requiring the regular and recurring application of administrative procedures involving the use of automated systems, use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives, or law. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, insurance companies, real estate and title offices, and corporate office environments.

## **PREFERRED QUALIFICATIONS**

- Strong preference will be given to applicants who have professional and inherent customer service skills. The preferred applicant should have the ability to manage a heavy volume of demanding telephone calls.
- Preference will also be given to applicants with exceptional verbal and written communication skills.
- Bachelor's degree.

## **APPLICANT INFORMATION**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.



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Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.



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# TOTAL COMPENSATION STATEMENT

**\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY \***

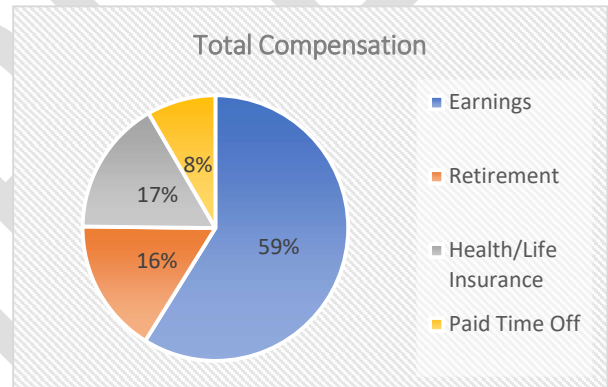
**POSITION:** Jury Clerk, Full-time  
**LOCATION:** Phoenix, AZ  
**STARTING LEVEL:** CL 24  
**SALARY:** \$53,906 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

## EARNINGS

**\$53,906**

Retirement Benefits \$14,986  
 Health/Life Insurance \$15,036  
 Paid Time Off \$7,671



**TOTAL EMPLOYER CONTRIBUTIONS \$37,694**

*Employer contributions represent 37.63 % of total compensation*

**TOTAL COMPENSATION \$91,600**

## EMPLOYER CONTRIBUTIONS

### Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay  
*Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%*
- ❖ Social Security 6.2% of earnings up to SS Wage Base

## Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

## Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
  - 0 – 3 years = 104 hours/year*
  - 3 – 15 years = 160 hours/year*
  - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

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## **ADDITIONAL BENEFITS**

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym in Phoenix Only
- ❖ Employee Assistance Program (EAP)