



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 22-ABQ/CS-2

ANNOUNCEMENT DATE:	July 12, 2022
CLOSING DATE:	Open Until Filled <i>Preference given to applications received by July 25</i>
POSITION:	Jury Administrator
STARTING LEVEL/SALARY:	CL 27/Step 1 to CL 27/Step 61 \$53,396 to \$86,781 (Depending on Qualifications)
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

This position is located in the Clerk's Office in Albuquerque and reports to the Deputy-in-Charge in Las Cruces. Position requires occasional travel to other division offices. The Jury Administrator is responsible for managing the entire jury process from beginning to end, ensuring that the Court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system.

DUTIES AND RESPONSIBILITIES

- ◆ Manage and maintain the District Court's jury processes, ensuring efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and grand juries.
- ◆ Ensure all jury operations are consistent with internal controls and the District of New Mexico's *Jury Plan* while adhering to the *Guide to Judiciary Policy* on jury management.
- ◆ Manage all facets of the empanelment of grand juries.
- ◆ Prepare for and administer creation of new master wheels in accordance with the District's *Jury Plan*.
- ◆ Ensure and make determinations as to juror attendance.
- ◆ Prepare standard and non-standard statistical and financial reports for judges and court unit executives.
- ◆ Analyze the jury system, make recommendations, and implement efficiencies to the jury

management system. Assist in the development of new policies and procedures to ensure compliance with the latest jury administration guidance.

- ◆ Work with chambers staff, Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure smooth jury assembly and attendance in all jury trials, including high-profile or protracted jury trials.
- ◆ Provide excellent customer service and resolve difficulties while complying with regulations, rules, and procedures regarding jury administration.
- ◆ Prepare weekly vouchers for juror and vendor payments, including juror fees, mileage, lodging, and parking costs, as applicable.
- ◆ Negotiate food and lodging services with vendors for jury related services.
- ◆ Provide training, guidance, and formal supervision for other employees performing jury administration work.
- ◆ Perform other duties, as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

High school diploma or equivalent and two years of specialized experience.

Specialized Experience

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, etc.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Knowledge of the terms and processes used for court calendars and dockets. Skill in preparing documents, compiling data, and preparing reports using the applicable software and databases.
- ◆ Good knowledge (or the ability to acquire same) of local jury plan, administrative directives, and other policies and procedures regarding the administration of jury panels, as well as the rights and responsibilities of jurors.
- ◆ Skill in ensuring the accuracy and integrity of the jury administration system and all data related to jurors and candidates. Skill in analyzing, organizing and auditing data and making recommendations on findings. Knowledge of methods and practices to lessen costs and maximize juror utilization. Ability to coordinate with other court staff and outside agencies to refill the jury wheel and perform duties needed to manage high-profile juries. Ability to manage time wisely to select, prepare, and orient jury

candidates efficiently and effectively according to the needs of the judge and the court.

- ◆ Knowledge, skill and ability to train, lead, and supervise other staff performing jury administration duties in the court. Ability to work harmoniously with others in a team-based organization.
- ◆ Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- ◆ Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct orientations. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration.
- ◆ Skill in the use of automated equipment and software applications, as well as other systems related to jury administration activities.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available, including

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Paid parental leave (up to 12 weeks)
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

PLEASE INCLUDE "JURY ADMINISTRATOR" IN THE SUBJECT LINE

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Due to the ongoing COVID-19 pandemic, initial interviews may be conducted remotely via videoconference (Zoom). For subsequent or in-person interviews, candidates must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

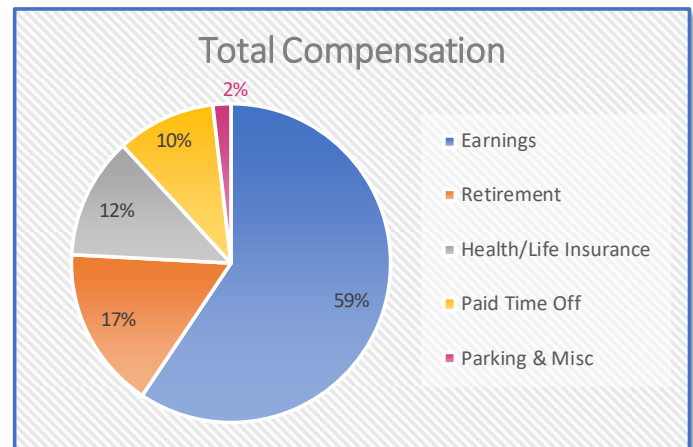
POSITION: Jury Administrator, Full-time
LOCATION: Albuquerque, NM
STARTING LEVEL: CL27/25
SALARY: \$66,214 per Annum

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.

Annual Salary	\$66,214
Average Cash Award	<u>225</u>
TOTAL EARNINGS	\$66,439
Retirement Benefits	\$18,407
Health/Life Insurance	13,773
Paid Time Off	11,205
Parking & Misc. Benefits	<u>2,040</u>

TOTAL EMPLOYER CONTRIBUTIONS \$45,426

Employer contributions represent 40.6% of total compensation



TOTAL COMPENSATION \$111,865

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

Parking / Miscellaneous Benefits

- ❖ Paid, Secure Onsite Parking
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)
- ❖ Federal Occupational Health (FOH) Health Units, Albuquerque, Las Cruces
- ❖ Work-Life Program

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: *Telework, flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Tuition Reimbursement
- ❖ Mass Transit Reimbursement
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training