

Career Opportunity

Position: Jury/Naturalization Clerk

Vacancy Number: 26-13

Location: Dallas, TX

Closing Date: Open Until Filled

Starting Salary/Range: CL-25
\$53,662-\$87,258*
*Depending upon qualifications and experience

Position Overview:

The United States District Court for the Northern District of Texas is recruiting for Jury/Naturalization Clerk in Dallas, Texas. The incumbent will assist with jury management for both petit and grand jurors and with the naturalization functions at the Dallas office. Duties include, but are not limited to: selecting, qualifying, summoning, and paying jurors; assisting with arranging ceremonies to naturalize applicants for citizenship; and conducting juror orientation.

Responsibilities:

- Review and evaluate returned juror questionnaires for qualification eligibility. Identify name and address changes, follow up on incomplete questionnaires, and sort questionnaires for scanning.
- Provide copies of instructions and juror handbooks, review juror qualifications, and review requests for exemptions and excuses.
- Conduct juror orientation to large audiences.
- Contact courtroom deputies and estimate the number of jurors needed. Insert instructions and mails summonses.
- Prepare form letters using the automated jury management system (JMS). Transfer data from jury panels into JMS. Enter attendance, mileage, and parking reimbursement data into JMS.
- Receive, examine, and process incoming mail. Make recommendations to judges concerning jurors' requests for excuses/postponements. Prepare notification letters to petit and grand jurors regarding these requests.
- Record daily messages to jurors using the automated jury information system. Answer and return telephone calls from jurors, clerk's office staff, judges' staffs, and federal agencies.
- Maintain records of "Petitions for Name Change" received from U.S. Custom and Immigration Services. Prepare naturalization programs. Attend court naturalization ceremonies and administer oaths.



U.S. District Court for the Northern District of Texas

The Northern District of Texas is made up of 100 of the 254 counties in Texas.

Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

Qualifications:

To qualify, a candidate must be able to understand and apply national and local jury and naturalization statutes, policies, and procedures. The incumbent must also be able to understand documents required and used within the Clerk's Office. The incumbent must be able to display proficiency in basic statistical analysis, records management, and general accounting. The incumbent must also have expert knowledge in the use of basic word processing software and spreadsheets. The ability to verbally communicate procedural information effectively and confidently to large groups is required. An undergraduate degree from an accredited college or university is preferred.

Benefits:

The United States District Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Appointments in the District Clerk's Office are made by the Clerk of Court under the authority of 28 U.S.C. § 751. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), 11 paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/careers/benefits>

Other:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship. Employees must adhere to the Judiciary Code of Ethics and Conduct.

Due to the anticipated high volume of applications, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the selected candidate may be subject to periodic background investigation updates.

The Court is an Equal Opportunity Employer:

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** Decisions on granting reasonable accommodations will be made on a case-by-case basis.



How to Apply

Qualified applicants must submit a cover letter, detailed resume, and salary history to Human Resources by emailing the items. The subject line must include: "26-13."

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov