



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: Jury Specialist
(Full-Time, Permanent. Potential to fill multiple positions.)

VACANCY NUMBER: 25-19E

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: CL - 24 (\$48,770 - \$79,263)
CL - 25 (\$53,873 - \$87,539)
(salary commensurate with experience)

POSTING DATE: August 15, 2025

CLOSING DATE: Open until filled *(priority given to applications received by September 15, 2025)*

POSITION OVERVIEW

The Jury Specialist performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent assists in the jury process from beginning to end and assists in ensuring the court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system. The Jury Specialist assists in ensuring efficient and fair operations related to the summoning, qualifications, selection, orientation, management, and payment of jurors for petit and/or grand juries and makes appropriate determinations as to juror attendance. The position is in the Clerk's Office of the U.S. District Court in Philadelphia; occasional travel within the district may be required.

REPRESENTATIVE DUTIES

- Perform duties relating to master wheel refill and grand jury selection. Monitor and record the jury questionnaire process, juror attendance, and selection. Provide support and assistance to jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors and prepare attendance certificates. Process returned summons, including data entry and preparation of excusal letters.
- Operate the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Maintain and update the inbound and outbound telephone calls through use of interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and or advise jury supervisor on non-compliant jurors.
- Monitor court calendars to determine the appropriate number of jurors needed for each jury trial day.
- Work with and coordinate needs and jury activity 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.
- Check-in jurors, assist jurors with the kiosk system, conduct juror orientation, and assist jurors with their logistical needs.
- Prepare and direct juries to the appropriate courtroom.
- Review and verify grand jury returns; provide operational and logistical support for grand jury, as required.
- Prepare and provide statistical data on petit and/or grand jury panels.
- Prepare, receive, and process juror exit questionnaires for grand jurors.
- Serve as a liaison for the jury supervisor with other agencies, outside vendors, and local building management, as requested.
- Furnish information, instructions, and forms to persons desiring to file petitions for naturalization and declarations of intentions.
- Attend court naturalization ceremonies; administer oath of allegiance to applicants for citizenship; procure signatures for certificates of applicants for citizenship and verify photographs and signatures with prior records.
- Make searches of naturalization records as necessary and respond to inquiries from the public.
- Maintain liaison with the Immigration and Naturalization Service, preparing reports as required.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS

- At least one year of specialized experience. Specialized experience is defined as 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.
- Ability to communicate effectively, both orally and in writing, with individuals and groups with varying experiences and backgrounds and with up to 250 prospective jurors at one time.
- Proficient in data entry, email, and database report generation. Skill and accuracy in entering and auditing data in a computerized database.
- Skilled in using standard office equipment (telephones, copiers, scanners, etc.) and equipment needed to prepare, and process summons notices and correspondence.
- Excellent interpersonal skills. Ability to exercise sound ethics and mature judgment and interact professionally and tactfully with a wide variety of persons.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered “at-will” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination, and periodic five-year reinvestigations thereafter. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave. To learn more about the Judiciary’s benefits:

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

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (5) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

Qualified EDPA (internal) employees need only submit a letter of interest and detailed resume.

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, “**Jury Specialist #25-19E**” and **will not be considered complete** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

**The Clerk’s Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.**