



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

JURY CLERK

05-UTD-25

OPEN DATE: JUNE 23, 2025

CLOSE DATE: JULY 7, 2025

The Office of the Clerk is seeking qualified applicants for the full-time position of a Jury Clerk. This is a full-time position with a standard work schedule of Monday through Friday, 8:00 am – 5:00 pm, but may require early arrival or late departure on occasion. The Jury Clerk reports to the Jury Administrator. The incumbent also spends time assisting in other Clerk's Office duties, as needed. This position is a CPS CL25 (\$48,890 – \$61,111).

The U.S. District Court for the District of Utah is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

The Jury Clerk 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 ensures efficient and fair operations related to the summoning, qualification, orientation, selection, management, and payment of jurors for petit and/or grand juries; and makes determinations as to juror attendance. The Jury Clerk provides assistance and backup support to the Jury Administrator.

REPRESENTATIVE DUTIES:

- Assist with 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 payroll by providing accurate payments and reimbursements to both petit and grand jurors using the Jury Management System 'JMS' to the Judiciary Integrated Financial Management System 'JIFMS' interface and prepare attendance certificates. Process returned summonses, including entering data and preparing excusal letters.
- Assist with preparation of monthly analytical reports from statics gathered on grand and petit jury attendance, utilization, and payroll.
- Operate the court's Jury Management System 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.
- Assist in coordinating with judges' chambers to ensure the requests for jury trials are handled expeditiously; ensure that the correct number of requested jurors are sent into the courtroom for voir dire; prepare juror lists for trial; coordinate with attorneys to provide juror information prior to trial when requested.

- Monitor court calendars to determine the need for petit jury trials and assist in determining the appropriate number of potential jurors needed for each jury and grand jury empanelment.
- Resolve routine requests from potential jurors for deferral, waiver, or special needs. Grant or deny approval to potential jurors' requests to be excused from jury duty. Process juror qualification questionnaires and recommend to the court whether the prospective juror is qualified or disqualified.
- Prepare "failure to appear" letters and reschedule juror and/or advise jury administrator of non-compliant jurors.
- Work with and coordinate with chambers' staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, media, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Check-in jurors, conduct juror orientation, assist jurors with their logistical needs (lodging, refreshments, reading material, etc.); instruct jurors about court procedures and their duties. Advise jurors regarding pay for jury service and their rights under the Jury Act, as well as respond to further inquiries.
- Review and verify grand jury returns; provide operational and logistical support for grand jury, as required.
- Prepare, receive, and process juror exit questionnaires.
- Serve as a liaison for the jury administrator with other agencies, outside vendors, and local building management, as requested.
- Occasional travel to St. George for jury trials, as required.
- Assist with court's community outreach program by scheduling requests for group court tours, conducting tours and offering detailed descriptions of courthouse functions and construction, and assisting with other outreach projects sponsored by the court. Provide learning opportunities, including pamphlets and mock trials.
- Assist with scheduling and oversight of public events held at the courthouse, including creation of weekly event calendars, hand-outs, and year-end event reports. Oversee Jury Assembly Room calendar and coordinate usage.
- Assist, when necessary, with the court's Naturalization ceremonies, which includes answering inquiries, preparing documents, helping with clerical tasks pertaining to naturalization petitions, and participating in the ceremonies.
- Assist with other clerk's office duties, as requested by the Operations Manager and/or Chief Deputy.
- Perform other job-related duties, as assigned.

MINIMUM QUALIFICATIONS:

The successful candidate must be a high school graduate or equivalent with a minimum of three years of general clerical work experience and one year of specialized work experience (equivalent to work at a CL24). This experience provides a thorough understanding of administrative procedures, automated records-keeping systems, and organization of a high-volume of paper flow. A bachelor's degree in a related field may be substituted for general work experience.

The position requires a good understanding of and familiarity with computers/data entry, and it requires having the initiative to accomplish assigned work independently and accurately within specified time limits. Applicants should be well groomed and exhibit a professional appearance. Applicants should have excellent computer skills, including a working knowledge of Word, Excel, and Adobe Acrobat. Applicants should have excellent communication, interpersonal skills, time management skills and well-developed organizational skills. Applicants should be capable and comfortable public speaking. Applicants must also have a

demonstrated ability to apply a body of rules, regulations, directives, or laws with accuracy. Applicants should be able to walk, bend and lift items and/or move furniture up to 40 pounds.

SALARY AND BENEFITS:

The court offers a generous benefit package, competitive salary and dedication to work/life balance including flexible schedules, court paid public transportation or parking pass and telework opportunities. The salary for this position is at CL25 or \$48,890 – \$61,111 depending on length and relevance of experience. There may be potential for a promotional opportunity up to a CL26 without further competition. The position falls within the Judicial Branch of the U.S. Government and the benefits include: health, dental, vision, life, paid vacation and sick leave, paid holiday leave, FERS-FRAE retirement benefits, and tax deferred savings plan. This position is subject to mandatory direct deposit participation. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The Intake Clerk is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or in the process of obtaining citizenship.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. Letter of interest outlining why you are interested in the Jury Clerk position
2. Detailed resume including education, previous employment, and salary history
3. Application for Judicial Branch Employment ([AO78](#))

The application form ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages must be received by close of business July 7, 2025. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applications selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver by close of business July 7, 2025 to:

United States District Court
Attn: HR – Jury Clerk
351 South West Temple, Suite 2.117
Salt Lake City, UT 84101