



Notice of Vacancy

Position Title:	Jury Specialist Full-time/Regular, Excepted Service
Announcement No.:	2025-06
Location:	Roanoke, Virginia
Opening Date:	June 25, 2025
Closing Date:	July 2, 2025
Salary Range:	\$48,890 - \$79,443 (CL 25/1 – CL 25/61) Starting salary defaults to Step 1 but affords limited discretion for advanced in step appointments commensurate with qualifications and experience. Promotion potential to target grade of CL-26 without further competition.

The U.S. District Court for the Western District of Virginia seeks a Jury Specialist to perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection, to manage the entire jury process from beginning to end and assist the with naturalization processes. The Jury Specialist is a member of the Clerk's Office which consists of 37 employees who support 10 judicial officers, and their staff located in six divisions throughout the district (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg, and Roanoke). The position is located in the Roanoke divisional office. Occasional travel, including overnight, within and outside the district is required.

REPRESENTATIVE DUTIES

- Maintains and manages the jury system and jury wheels. Monitors court calendars and/or coordinates with courtroom deputies or others to determine the appropriate number of jurors needed for each grand jury term and jury trial day. Performs duties related to master wheel refill and grand jury selection.
 - Monitors and records the jury questionnaire process, selection, and juror attendance. Responds to juror inquiries and requests.
 - Prepares and mails summons, notices and forms. Processes payments and reimbursements for jurors and prepares attendance certificates. Processes returned summons, including data entry and preparation of excusal letters.
 - Operates Jury Management System (JMS), eJuror component of JMS, Automated Jury Information System (AJIS), and other automated systems. Performs quality checks on data entry and makes appropriate corrections.
 - Resolves routine juror candidate requests for deferral, waiver, or specials needs. Prepares "failure to appear" letters and reschedule and or advise jury administrator on non-compliant jurors.
 - Maintains and updates the inbound and outbound telephone calls through use of an interactive voice response system for summonsed jurors. Maintains and updates demographic and other information on juror candidates.
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- Checks-in jurors, records attendance, conducts orientation, assists jurors with their logistical needs, and instructs jurors as to their duties and court procedures. Provides support and assistance to jurors during jury service. Performs duties related to sequestration of jurors. Prepares certificates of attendance. Prepares, receives, and processes juror exit questionnaires.
 - Reviews and verifies grand jury returns; provides operational and logistical support for grand jury, as required.
 - Enters and compiles information related to empaneled jurors. Prepares and provides data and/or reports on petit and/or grand jury panels as requested.
 - Works with and coordinates 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. Serves as a liaison with other agencies, outside vendors, and local building management, as requested. Prepares vouchers for vendor payments.
 - Receives, screens, and routes all incoming and outgoing mail to the appropriate persons or offices. Processes mail requiring special handling.
 - Furnishes information and instructions to persons desiring to file petitions for naturalization and declarations of intentions. Receives and reviews naturalization paperwork for accuracy and certifies copies of all paperwork for USCIS. Coordinates activities with outside agencies and prepares necessary documentation. Prepares programs, assists with checking-in and processing applicants for ceremony, conducts brief applicant orientation prior to ceremony, attends naturalization hearings, administers oath of allegiance, and assists judge with the presentation of certificates. Supports and promotes the AO and court's outreach programs/initiatives.
 - Performs other duties as assigned.

QUALIFICATIONS

At least one (1) year of specialized experience is required. Specialized experience is 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.

Prior federal judiciary or jury operations experience are preferred. The ideal candidate is a self-directed, highly organized professional who is mature, responsible, and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of staff at all levels of the organization; possesses excellent communication skills; understands the importance of confidentiality; and maintains a professional demeanor and appearance at all times.

BENEFITS

As part of a generous total compensation package, the federal judiciary offers a diverse group of benefit programs, including health, dental, and vision coverage, participation in flexible reimbursement accounts, and retirement benefits. For more information, visit the [Benefits](#) page on the United States Courts' website.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

HOW TO APPLY

Qualified candidates must submit: 1) a letter of interest; 2) a detailed resume; 3) contact information for three professional references; and 4) the [Judicial Application for Employment – Form AO78](#).

Application packets should be submitted as a **single PDF** via email to careers@vawd.uscourts.gov and reference **Jury Specialist #2025-06** in the subject line. Only complete application submissions will be considered.

Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicants scheduled for an interview should advise the Court if a reasonable accommodation will be necessary.

The United States District Court is an Equal Opportunity Employer.
