



POSITION VACANCY – 2017-2

December 9, 2016

United States District Court
Eastern District of Washington
Spokane, Washington

COURT SERVICES SPECIALIST

Court Personnel System Classification Level: CL 25
Career Salary Range CL 25: \$39,171 (min.) to \$63,664 (max.)

Application Closing Date: Friday, January 6, 2017

INTRODUCTION

The United States District Court for the Eastern District of Washington is seeking qualified applicants for a full-time Court Services Specialist position. The Court Services Specialist assists in ensuring efficient and fair operations related to the summoning, qualification, selection, orientation, management, and payment of jurors for petit and/or grand juries, and makes appropriate determinations as to juror attendance. Additionally, the incumbent performs a wide range of clerical, administrative, and operational duties supporting naturalization proceedings and public outreach for the Court. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

REPRESENTATIVE DUTIES OF THE POSITION

Jury

- Perform duties relating to jury master wheel refill and petit and grand jury selection. Assist with qualifying jurors. Monitor and record 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.
- 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 administrator 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, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom. Serve as the primary point of assistance for Spanish speaking jurors/prospective jurors.
- Provide operational and logistical support for grand jury, as required.
- Serve as a liaison for the jury administrator with other agencies, outside vendors, local building management and others, as requested.

Naturalization

- Coordinate and schedule naturalization proceedings. Identify dates, locations and presiding judicial officer resources for naturalization proceedings scheduled throughout the district.
- Attend naturalization proceedings. Setup courtroom or alternate location, including supplies and reference materials. Ensure presence of all necessary participants. Serve as court crier to open and, if necessary, close court. Assist with the orderly flow of proceedings.
- Act as liaison among the clerk's office, the CIS Office, external agencies, alternate facilities managers, the bar, and the judges to ensure that naturalization events proceed smoothly and efficiently. Respond to general procedural questions and/or specific questions regarding naturalization proceedings.

Community Outreach and Education

- Identify and develop courtroom-ready or classroom ready educational resources for teachers and their students, highlighting the mission of the federal judiciary.
- Coordinate, schedule and facilitate community outreach and educational programs for the Court.
- Develop and suggest content for the Court's public website. Maintain information on the Court's public website to ensure ease of access, consistency of appearance and relevance of information presented.
- Perform other related duties, as assigned.

QUALIFICATIONS

To qualify for the position of Court Services Specialist, a person must be a high school graduate or equivalent, must have at least four (4) years of progressively responsible legal and/or administrative work experience, and fluent in the Spanish language. Experience and judgment with legal documents such as those found in a law office or other legal environment is preferred. Advanced skill in the use of computer applications, e.g., word processing, spreadsheet, desktop publishing is preferred.

Education above the high school level may be substituted for some of the general experience; one academic year equals one year of general experience.

The successful candidate must also possess:

- excellent interpersonal skills;
- excellent oral and written communication skills;

- attentiveness to detail;
- ability to exercise mature judgment;
- ability to multitask under strict deadlines;
- ability to consistently demonstrate sound ethics and judgment.

POSITION REQUIREMENTS

- Fluency in the Spanish language
- Ability to lift 35 pounds
- Travel to Yakima and Richland, Washington and occasional travel outside the district will be required
- Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court.
- Knowledge of and skill in the use of personal computers and office equipment.
- Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity; establish and maintain good working relationships with others. Experience in listening to and interpreting information.

The successful candidate must be:

- a self-starter;
- highly organized;
- responsible;
- tactful;
- professional in appearance, demeanor and conduct;
- able to work harmoniously with others; and
- able to communicate effectively.

INFORMATION FOR APPLICANTS

The [U.S. District Court Employment Application form](#) can be downloaded from the United States District Court's public web site at: <http://www.waed.uscourts.gov>.

Qualified applicants should email a U.S. District Court Employment Application, a letter of interest and a current resume, **as one document in PDF format** prior to the deadline, to:

HR@waed.uscourts.gov

(Please include your last name and position vacancy number in subject line.)

Applicants invited to interview must travel at their own expense. Relocation expenses are not reimbursable.

Employees of the United States District Court are required to adhere to the Code of Conduct for Judicial Employees, available to applicants to review upon request.

The selected applicant must undergo an Office of Personnel (OPM) background investigation. Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Benefits include 13-26 days of annual leave and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed [here](#).

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The United States District Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.