



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19th Street

Denver, CO 80294

www.cod.uscourts.gov

Jury Assistant

Vacancy Announcement #: 2026-20-USDC

POSITION:	Jury Assistant
POSITION TYPE:	Full-time, Permanent (Mon-Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	CL 24 (\$49,840 - \$81,009) -- Pay Table DEN CL 25 (\$55,036 - \$89,494) CL 26 (\$60,624- \$98,527) <i>*Starting salary depends on qualifications and experience. Position has promotable potential up to a CL 26 without further competition.</i>
OPEN DATE:	Friday May 1, 2026
CLOSING DATE:	Open until filled; preference given to those who apply by close of business Friday May 22, 2026
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Denver, Colorado

The Court reserves the right to cancel and/or modify this vacancy announcement as needed.

Do you enjoy teamwork, service, and being part of something bigger than yourself? If so, the U.S. District Court might be the right place for you. We are publicly funded by people just like you and me – U.S. taxpayers – so, we can't offer pay and perks you might find in the private sector. However, what we do offer is steady pay, work-life balance, great health/dental/vision benefits, 11 paid holidays off, one of the best 401(k) plans around with a 5% match, a genuine defined pension, tuition reimbursement, telework and a free annual public transportation pass. If that's not enough, you will be part of providing equal access to justice for all.

We are a part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies such as remote work and performance management. We value our employees' individualism and continue to strive towards a diverse, equitable and inclusive workplace.

The Clerk's Office of the United States District Court for the District of Colorado is accepting applications for a Jury Assistant. The Jury Assistant reports directly to the Jury Administrator and is available for assignment to jury duties for all the judicial officers in the district.

The Clerk's Office of the U.S. District Court for the District of Colorado provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court as well as to all others requiring services of the Court. The Jury Assistant is primarily responsible for performing administrative and customer service work to coordinate and prepare qualified jurors for jury selection in accordance with approved internal controls, procedures, and rules. The Jury Assistant works to ensure the efficient and fair operations related to jury selection, including qualification, summoning, orientation, management, and payment of jurors for petit and grand juries; and assists with determinations regarding juror attendance. Jury Assistants are the "face" of the court and provide frontline customer service. Learn more about the United States Courts [here](#).

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Perform duties relating to master wheel refill and 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 summonses, correspondence and forms. Process payments and reimbursements for jurors and prepare attendance certificates. Process completed questionnaires, including data entry and preparation of postponement, excusal and disqualification letters.
- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare “failure to appear” letters and reschedule and/or advise jury administrator of non-compliant jurors.
- Operate the court’s Jury Management System (JMS), eJuror, Advanced Judicial Information Systems (AJIS) and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Maintain and update demographic and other information on juror candidates.
- Conduct limited research and communicate with the Colorado Department of Corrections regarding the status of a felon’s right to serve on a jury.
- Scan and upload into JMS documentation relevant to a juror’s eligibility.
- Maintain and update the inbound and outbound juror messages through use of an automated system.
- Monitor court calendars to determine the appropriate number of jurors needed for each jury selection.
- Work with and coordinate needs and jury activity with Chambers, Clerk’s Office, U.S. Marshals, 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.
- Perform duties to impanel grand juries, including coordination of judge’s and U.S. Attorney’s Office calendars. Prepare documentation for selection process and subsequent attendance and payment of jurors; provide operational and logistical support for grand jury as required.
- Prepare and provide statistical data on petit and grand jury panels.
- Serve as a liaison for the jury administrator with other agencies, outside vendors and local building management as requested.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate (or equivalent) and must have two years of general experience and one year of specialized experience to work at CL 24.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semesters or 45 quarter hours) equals one year of general experience.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who are college graduates, have experience using Advanced Judicial Information Systems (AJIS), Adobe Acrobat, Microsoft Office products, Jury Management System (JMS) or other jury related software and have experience working with audio visual technology.

The ideal candidate will possess the following: outstanding customer service skills to a diverse population, ability to prioritize, excellent communication skills (written and verbal), ability to maintain professional appearance and demeanor at all times, ability to show initiative and accountability, flexibility, and willingness to work harmoniously with others in a team-based organization. The incumbent must also work efficiently and effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

BENEFITS

A generous benefits package is available and includes the following:

- 13 days of paid vacation leave for first three years (increases with tenure)
- 13 days of sick leave
- 11 paid holidays
- 12 weeks of Paid Parental Leave after one year
- Retirement benefits and Thrift Savings Plan (TSP) with government match up to 5%
- Health and group life Insurance, dental, and vision
- Flexible spending accounts (Health, Dependent, Parking)
- RTD Eco Pass (if budget permits)
- On-site fitness facilities
- Employee Assistance Programs (EAP)
- Student loan forgiveness to qualified persons, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program

See the complete list of benefits on our employment [website](#).

ADDITIONAL INFORMATION

As a member of the jury team, the incumbent will be required to report earlier than 8:00 am on jury selection dates, approximately once per week, but will be awarded compensatory or flexible time off. This position also requires some infrequent lifting up to 50 lbs. and use of a push/pull of cart for delivery of office items. Overnight travel to divisional offices in Grand Junction/Durango and day trips to Colorado Springs will be required but infrequently.

The court may administer pre-screen assessments to assist in the screening process. This position is subject to a mandatory Electronic Fund Transfer (EFT) for payroll direct deposit. 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](#). Candidates are not required to complete questions 18-20 on form AO-78 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

[APPLY HERE](#)

Your application packet must be submitted using the link above or as a **single pdf document** by email to cod_hrd@cod.uscourts.gov. Please note "Vacancy Announcement: 2026-20-USDC" in the subject line of the email.

Incomplete applications and applications received after the preference date may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER