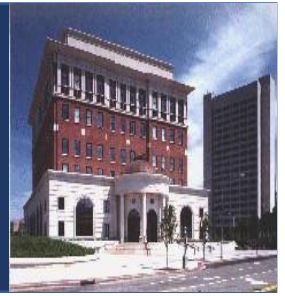




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**Position:** Jury/Court Services Clerk

**Vacancy No.** 26-13

**Location:** 300 Quarropas St., White Plains, NY

**Term:** Permanent

**Class Level:** CL-25

**Salary Range:** \$58,169 - \$94,588

(Starting salary for non-Federal employees: \$58,169 - \$72,737 depending on qualifications & experience)

**Opening Date:** 3/24/2026

**Closing Date:** Open until filled - with preference set for 4/7/2026

## BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs
- On-site fitness center
- Employee assistance program (EAP)
- Mandatory enrollment in electronic funds transfer (EFT) for net pay

## CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.

**DUTIES AND RESPONSIBILITIES:** This position is located in the Clerk's Office of the United States District Courthouse in White Plains, New York. The Jury/Court Services Clerk performs functions to support the Jury Department, Pro Se Intake Unit and Finance Unit at the White Plains District Court. This unique position spans multiple units within the Court. The incumbent will be responsible for administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. Employees in these positions ensure the efficient and fair operations related to the election, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. The incumbent will support the Pro Se Intake Unit, the primary duties will involve accepting documents from pro se litigants for filing, performing preparation of mailings/service packages, along with performing data entry in multiple systems. In the Finance Unit, the focus will be on processing financial transactions, maintaining required records, and ensuring strict accuracy while adhering to relevant policies, regulations, protocols, and internal controls. This position involves heavy public contact and requires considerable tact and patience. This position may require occasional travel to the 500 Pearl Street Courthouse for assigned duties.

## 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 the use of interactive voice response system for summoned jurors.

## CONDITIONS OF EMPLOYMENT (continued):

In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

(1) U.S. citizen,

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](http://USCourts.gov).

The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

\*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

- 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.
- 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.
- Serve as a liaison for the jury administrator with other agencies, outside vendors, and local building management, as requested.
- Create and process new case files. Open and close cases in the case management system, based on required documents and/or entries. Assist with entry of various other case documents on the docket.
- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Reconcile receipts and post to the appropriate fund/case account.
- Serve in case administration. Review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. File documents meeting requirements.
- Assure accurate assignment of case numbers and randomly assign cases to judges. Prepare new case files. Maintain the integrity of case files by monitoring proper access to records. Ensure that all entries are appropriately linked for proper case management.
- Prepare and transmit filings to appropriate parties as needed. Answer inquiries on case status. Open and close cases as needed.
- Furnish information to a wide variety of people within and outside of the court, telephonically and in person.
- Process incoming and outgoing mail and scan documents.
- Perform cashier duties, as assigned.
- Perform other duties as assigned.

**ORGANIZATIONAL RELATIONSHIP:** The Jury/Court Services Clerk reports directly to the Jury Administrator. However, the Jury/Court Services Clerk also performs functions to support multiple departments and will be evaluated by other applicable managers for whom work is performed.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

Visit our website



**REQUIRED QUALIFICATIONS:** Minimum requirements include high school diploma or equivalent and one year of specialized experience. Applicants must be able to multitask, prioritize, pay exceptional attention to detail and have superb organizational skills to ensure that the workflow runs smoothly. Possess proficient mathematical skills to review calculations and must be computer literate. Excellent customer service skills are required along with the ability to communicate effectively, both orally and in writing. Applicants must be able to type at least 35 words per minute. \*Specialized work experience attained outside the Federal Judiciary may be creditable, but that experience must be documented on Form AO78 to be evaluated.

**SPECIALIZED EXPERIENCE:** 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.

#### **PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

**COURT OPERATIONS:** Knowledge of or the ability to learn court operations, functions, and organizational structure. Basic understanding of court documents such as orders, appearance bonds and judgments. Ability to use the court automated case management system in order to obtain or research information needed to perform financial duties.

**INFORMATION TECHNOLOGY AND AUTOMATION:** Knowledge and skill in the use of automated equipment including MS Outlook, Word and Excel applications, as well as financial and accounting systems. The applicant is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

**JUDGMENT AND ETHICS:** Ability to consistently demonstrate sound ethics and judgment, maintain court confidentiality and security requirements, and comply with the Code of Conduct for Judicial Employees.

**WRITTEN AND ORAL COMMUNICATION:** Must have excellent interpersonal skills and be able to effectively communicate (orally and in writing) to individuals and groups to provide financial information and reports in understandable format. Ability to interact professionally with a wide variety of stakeholders, providing exceptional customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

**APPLICATION PROCEDURE:** To be considered for this position, please submit your:

1. Resume detailing your education and work experience.
2. A cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position.
3. AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from: [www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment](http://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment).

Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered.

Please submit your application to:

**Careers@nysd.uscourts.gov**



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## **EQUAL OPPORTUNITY EMPLOYER**

The U.S. Federal Courts are committed to equal employment opportunity without regard to race, color, religion, national origin, sex, age, disability, or any other protected characteristic.

