

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 26-09



Boise, Idaho
www.id.uscourts.gov

Position Details

Job Grade: CL 25 (Promotable to CL 27 without further competition)
Salary Range: \$49,361 to \$80,265 (DOE)

Closing Date: Open until filled.

Preference given to applications received before close of business, Friday, September 4, 2026.

Materials must be submitted to:

careers@id.uscourts.gov
Attn: Crystal Hall, Human Resources

Please provide the following documentation (all in one PDF attachment):

1. Letter of interest
2. Current résumé
3. Completed AO-78 (see last page)

Jury Specialist

The consolidated United States District and Bankruptcy Courts for the District of Idaho are accepting applications for the position of **Jury Specialist**. There are three offices within the District of Idaho: Boise, Coeur d'Alene, and Pocatello. Assignment of the position is in our Boise Clerk's Office. The position reports directly to the Jury Administrator.

The Jury Specialist 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 assists in the jury process from beginning to end, ensuring the court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system. The Jury Specialist assists the Jury Administrator in ensuring efficient and fair operations related to the summoning, qualifications, selection, orientation, management, attendance and payment of petit and grand juries.

Disclosure: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the court.

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Representative Duties:

- Operate the court's Jury Management System (JMS) and e-Juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections. Maintain and update demographic and other information on prospective jurors.
- Calendar jury trials and schedule jury rooms and courtrooms.
- Answer and return phone calls for assigned jury phone line(s).
- Set up and clean up jury check-in areas, jury rooms, breakrooms and courtrooms.
- Perform duties relating to the master wheel refill and grand jury selection.
- Provide support and assistance to jurors before, during and after jury service.
- Monitor and record the jury questionnaire process, selection, and juror attendance.
- Create, prepare and mail jury summons and process undeliverable summons packets. Create and maintain a monthly jury folder.
- Process jury online and paper questionnaires. Monitor requests for paper questionnaires and print and mail any necessary forms. Grant or deny requests for excuse, disqualification, partial excuse and postponement. Process medical excuses. Prepare "failure to appear" letters and report non-compliant jurors to the jury administrator.
- Create, record, maintain, update, and assign inbound and outbound reporting instructions for jurors using the interactive voice response system (IVR).
- Perform duties to empanel grand juries. Provide operational and logistical support for grand jury as required.
- Monitor court calendars for jury trials and coordinate with judges, chambers staff, and courtroom deputies to determine appropriate number of jurors needed for trial. Create jury trial packets for those proceeding to trial.
- Coordinate with judges, chambers staff, Clerk's Office staff, the U.S. Marshals Service, Court Security Officers, U.S. Attorney's Office, and other groups to ensure the smooth operation of jury trials and high-profile cases.
- Obtain a government purchase card to make purchases for petit and grand juries. Reconcile monthly statements of purchases.
- Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and escort juries to the appropriate courtroom. Create attendance certificates and prepare, receive, and process juror exit questionnaires. Prepare, enter, and verify petit and grand juror payments, including juror fees, mileage, and lodging.
- Collect, prepare, and provide statistical data on petit and grand jury panels and master jury wheel to judges, court unit executives, staff and the Administrative Office of the United States Courts.
- Be available to work flexible hours. Jury selections, jury trials and deliberations sometimes require work hours to begin before 8:00 a.m., after 5:00 p.m., and on occasional weekends, as needed.
- Must demonstrate effective public speaking skills.
- Travel to divisional offices in Pocatello and Coeur d'Alene to assist with jury selections and trials as needed.
- Serve as a liaison for the jury administrator with other agencies, outside vendors, and local building management, as requested.

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- Perform other related duties, as assigned.

Personal Characteristics:

The successful candidate should be a mature, dedicated, responsible, and poised individual who possesses tact, good judgment, initiative, a strong work ethic, and the ability to work well with members of the public, chambers, counsel, and Clerk's Office staff. The candidate should be trustworthy and possess the ability to maintain strict confidentiality of sensitive information. The candidate must have acute attention to detail, be highly organized, and have exceptional time management skills to manage and prioritize multiple tasks, work independently, and think logically under periodically large workloads and time constraints. The candidate should also maintain a professional demeanor and appearance. The ability to balance the demands of varying workload responsibilities and deadlines is a requirement.

Minimum/Required Qualifications:

- One year of specialized experience equivalent to work at the CL-24, which is defined overall 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.

Court Preferred Qualifications:

- Prior court and/or legal experience.
- A Bachelor's degree in a relevant field of study, to include Political Science, Criminal Justice, Business Administration, Public Administration or similar.

Benefits:

A generous benefits package includes the following:

- Paid annual and sick leave
- 11 paid federal holidays
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) participation with up to 5% employer matching contributions
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and vision benefits offered through the Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible benefits program

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Process/Disclosures:

The Application for Federal Employment form (AO-78) is available on our website in fillable format at https://id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Relocation expenses will not be reimbursed.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only contact those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER