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## **CAREER OPPORTUNITY**

### **UNITED STATES DISTRICT COURT DISTRICT OF PUERTO RICO**

**Vacancy #: 25-08**

<b>Position:</b>	<b>Jury Administration Supervisor</b>
Position Type:	Full-time
Classification Level:	CL-27 with promotion potential to the CL-29 without further competition
Salary Range:	\$59,133.00 - \$137,032.00 + 2.49% Cost of Living Allowance
Open Date:	Tuesday, August 19, 2025
Closing Date:	Open until filled with preference given to applications received by Tuesday, August 26, 2025

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES**

#### **Position Overview:**

The Office of the Clerk of the United States District Court for the District of Puerto Rico is now accepting applications for a Jury Administration Supervisor position.

The Jury Administration Supervisor is responsible for overseeing all aspects of jury administration for the U.S. District Court and for maintaining the integrity of the court's jury management system. The incumbent is ultimately responsible for the efficient and fair operation of processes related to the selection, qualification, summoning, orientation, management, and review jury related payments. The Jury Supervisor provides training, guidance, oversight, and leadership to other employees performing jury administration work, and collaborates with Operations Department in any other duty assigned.

#### **REPRESENTATIVE DUTIES**

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

- Manage and maintain the district court's jury processes. Ensure all jury operations are consistent with internal controls, procedures, rules, regulations, and the district's Jury Plan. Assist with the review and update of the Jury Plan, as required.
- Analyze the jury system, make recommendations, and implement efficiencies in the jury management system, incorporating strategies such as jury pooling, staggered jury reporting times, and other practices to reduce costs and maximize juror utilization.
- Perform duties related to master wheel refill as required and grand jury selection. Create jury wheel lists, including master, term, and panel, for both general and qualified jurors.
- Oversee the preparation and mailing of summons notices and forms. Determine an appropriate number of questionnaires to be mailed based on an estimated percentage of returns. Determine from an examination of returned questionnaires those persons who are qualified as jurors under applicable statutes and local rules. Oversee follow-up procedures on persons who fail to respond to questionnaires or jury summonses and take appropriate action to ensure compliance. Make decisions to grant or deny requests for deferral of service, along with follow-up on non-compliant jurors, including preparation of orders to show cause for the jury judge.
- Recommend to judges the number of jurors to be summoned in special circumstances. Monitor court calendars and coordinate with courtroom deputies or other relevant personnel to determine the appropriate number of jurors required for trials.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, or other groups to ensure the smooth operation of high-profile or protracted jury trials. Assist in making arrangements and performing duties relating to the sequestration of jurors.

- Assist in determining court policy as to the sizes of jury panels for various types of trials.
- Maintain and update the inbound and outbound telephone calls through the use of an interactive voice response system for summoned jurors. Develop and maintain juror information for the court's Internet site. Respond to juror inquiries and requests in person, by phone, and in writing.
- Develop and update orientation materials. Conduct juror orientation and assist jurors with logistical needs. Orient jurors as to all aspects of jury service, including service payment, excuses, reporting, absences, Jury Act rights, and respond to inquiries. Oversee the preparation of juror attendance letters and certificates.
- Monitor and record juror attendance for management of their service and payment.
- Review vouchers for jury payments, including juror fees, mileage, lodging, and parking costs, as applicable. Prepare voucher for vendor payments
- Prepare monthly jury statistical reports for submission to the Administrative Office. Prepare reports and memoranda regarding jury administration for the clerk of court and chief deputy.
- Provide training, guidance, oversight, and leadership to other employees performing jury administration work.
- Furnish information, instructions, and forms to persons desiring to file petitions for naturalization and declarations of intentions. Attend court naturalization ceremonies; administer oath of allegiance to applicants for citizenship; procure signatures for certificates of applicants for citizenship and verify photographs and signatures with prior records. Make searches of naturalization records as necessary and respond to inquiries from the public. Maintain liaison with the Immigration and Naturalization Service, preparing reports as required.
- Performs any other duties as assigned.

### **Minimum Qualifications**

To be considered for this position, candidates must hold a bachelor's degree from an accredited college or university in business administration or a closely related field involving administration and planning; or ten years of specialized experience.

### **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 QUALIFICATIONS**

The successful candidate must possess strong leadership qualities and a proactive approach, demonstrating the ability to manage change while effectively communicating with their team. The individual must meet the following qualifications:

- The candidate must possess a distinct skill set in data analysis and analytical experience in business administration, statistics, or related field.
- Experience collaborating in a team environment, preferably in a leadership role.
- Ability to motivate and inspire team members to achieve their goals;
- Strong analytical skills, along with the capacity to manage and resolve conflicts effectively while fostering positive interpersonal relationships;
- Excellent communication skills, both oral and written, in English are essential;
- Outstanding organizational skills, with the ability to respond to requests on short notice and manage multiple tasks and stringent deadlines, while keeping the team focused and adaptable to last-minute changes; and
- Possess a professional demeanor, a strong work ethic, the ability to maintain confidentiality, and the capacity to exercise thoughtful and discerning judgment at all times.



## CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States of America or be eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review by applicants upon request.

Employment will be considered provisional pending the successful completion of an FBI Fingerprint Background Check.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.

This position is subject to mandatory EFT participation for payment of net pay.

Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

## APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

1. **Application for Judicial Branch Federal Employment-** Form AO78, available on our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov);
2. **Cover Letter** stating the reasons for your interest in the position; and
3. **Resume** detailing all relevant experience, education, and skills.

You must submit ALL required documents **as a single PDF document** to [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov).

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter and on the subject line of your e-mail. Incomplete packages will not be considered.

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice.

False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

**NO TELEPHONE CALLS WILL BE ACCEPTED.**