

**U.S. DISTRICT COURT-
EASTERN DISTRICT OF VIRGINIA**

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-28

Location:

Richmond, Alexandria, or
Norfolk

Appointment:

Full-time/ Permanent

Open: 08.10.2026

Closes: Open Until Filled

Priority: 08.31.2026

Salary Information

Actual starting salary dependent
upon qualifications.

- CL 27 Step 1 (\$60,620) –
Step 61 (\$98,541)

(May be eligible for
promotion to CL 28
without further
competition.)

**Job Announcement
Jury Supervisor
FY26-28**



The United States District Court for the Eastern District of Virginia is a large trial court within the federal judiciary. There are 94 U.S. District courts in the country with at least one in every state and in all U.S. territories. Virginia is bifurcated geographically and consists of two districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

POSITION OVERVIEW

The Jury Supervisor performs supervisory work, oversees the district's jury system for both petit and grand juries, and is responsible for the system's efficient operation. The incumbent ensures process integrity and maintains the accuracy of the jury management system. The Jury Supervisor primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

MINIMUM QUALIFICATIONS

- Demonstrate knowledge of the terms and processes used for court calendars and dockets.
- Display knowledge of the local jury plan, administrative directives, statutes, and other policies and procedures regarding the fair and effective administration of jury panels, as well as the rights and responsibilities of jurors.
- Exhibit an understanding of legal terminology.
- Demonstrate knowledge of methods and practices to lessen costs and maximize juror utilization.
- Display skill in preparing documents, compiling data, and preparing reports using applicable software and databases.

- Exhibit skill in ensuring the accuracy and integrity of the jury administration system and all data related to jurors and candidates.

DUTIES AND RESPONSIBILITIES

- Supervise employees involved in jury activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- 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. Assist or represent the Clerk in performing the duties required of the Clerk and Jury Commissioner.
- Analyze the jury system, make recommendations, and implement efficiencies to the jury management system, incorporating such strategies as jury pooling, staggered jury reporting times, and other practices to reduce costs and maximize juror utilization.
- Direct duties related to master wheel refill. Determine the number of prospective jurors needed to fill the master wheel based on analysis of past trends and a projection of future needs. Create jury wheel lists, including master, term, and panel, for both general and qualified jurors.

Additional Requirements:

The successful candidate will be a people-oriented professional who is responsible, friendly, organized, and has the following:

- Demonstrate skill in analyzing, organizing, and auditing statistics, and making recommendations on findings. Display the ability to coordinate with other court staff and outside agencies to refill the jury wheel. Apply skill in managing high-profile juries. Display the ability to manage time wisely to select, prepare, and orient jury candidates efficiently and effectively and according to the needs of the judge and the court.
- Display an ability to effectively represent the jury department among work groups and between the court and external organizations. Demonstrates proficiency in problem solving, troubleshooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace.
- Display skill in entering and checking data in a computerized database. Exhibit the ability to use office machines needed to prepare and process summons, notices, and correspondence. Demonstrate skill in mathematics, basic accounting, and creating statistical worksheets using applicable software.

- 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.
- Recommend to Judges the numbers of jurors to be summonsed in special circumstances. Monitor court calendars and/or coordinate with courtroom deputies or others to determine appropriate numbers of jurors needed 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 planning and performing duties relating to sequestration of jurors.
- Assist in determining court policy as to sizes of jury panels for various types of trials.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors or utilize online resources. 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. Ensure jurors are oriented regarding all aspects of jury service, including service payment, excuses, reporting, absences, Jury Act rights, and respond to inquiries. Oversee the preparation of juror certificates.
- Monitor and record juror attendance for management of their service and payment.

Applicants with a sincere desire to serve the public are encouraged to apply.

EDUCATION

High School graduation or equivalent required. College degree preferred.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Situational telework as authorized
- Credit for prior government service

- Prepare vouchers for jury and vendor payments, including juror fees, mileage, lodging, and parking costs, as applicable. Prepare annual tax statements regarding juror compensation.
- Prepare monthly jury statistical reports for the Administrative Office. Prepare reports and memoranda regarding jury administration for the clerk of court and chief deputy.
- Oversee naturalization processes and assign jury clerks to administer naturalization oaths.
- Communicate effectively, orally and in writing, to individuals and groups to provide information and conduct orientations. Communicate and respond to management or judicial requests regarding jury operations. Answer procedural questions for judges, Staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements. Always demonstrate sound ethics and good judgment. Handle confidential and sensitive information appropriately.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#), which is available to applicants to review upon request.
- Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

APPLICATION INFORMATION

Interested applicants must submit four (4) items **combined into a single PDF**:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references; and
- 4) a completed [Application for Judicial Branch Federal Employment](#) (AO78).

Priority review for applications received **by August 31, 2026**. Submit materials electronically to Jobbox1@vaed.uscourts.gov. Hard and faxed copies of applications will not be accepted. Incomplete applications will not be considered. Only applicants who are selected for an interview will be contacted.

**The United States District Court is an
Equal Opportunity Employer**