
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Position Title:	CLERK OF COURT
Location:	Grand Rapids, Michigan
Closing Date:	September 8, 2015 by 4:30p.m.
Salary Range:	\$136,070 - \$168,700 (JSP 16/17) Dependent Upon Qualifications and Experience

Position Overview

The United States District Court for the Western District of Michigan is accepting applications for a full-time Clerk of Court. The position is located in Grand Rapids, Michigan. The Clerk of Court is appointed by the judges of the Western District of Michigan. This is a high level management position which functions under the direction of the Chief Judge of the Court. The Clerk of Court is responsible for managing the various administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office.

Representative Duties

- Consulting with and making recommendations to the judges regarding court policies, procedures and operations;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Preparing and managing the annual budget including short-term and long-range planning;
- Directing staff responsible for the court's financial functions including purchasing, juror payments, and accounting;

- Hiring and assigning personnel as well as designing and managing training programs;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, human resources management, space planning, and facilities maintenance;
- Conducting special studies and preparing statistical and narrative reports as directed, and
- Working with members of the bar, the public, and government agencies on a variety of issues related to delivery of court services.

Education and Qualifications

Minimum Qualifications: To be qualified for appointment as Clerk of Court, a candidate must have a minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years experience must have been in a position of substantial management responsibility. The active practice of law in either the public or private sector may substitute for the management or administrative experience required on a year-for-year basis. A Bachelor's degree from a college or university of recognized standing is required. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields. The successful candidate must have the ability to foster effective working relationships with judges, court staff, other federal entities, and the public. The successful candidate must be a leader, a motivator, highly organized, and maintain a professional demeanor at all times. Experience and proficiency working in an electronic environment with various technologies to accomplish work tasks is critical.

Preferred Qualifications: Preferred qualifications include: management experience in the federal government, a federal or state court system, or administrative office of the courts; strong interpersonal, written, and oral communication skills; ability to apply sound judgement especially in crisis situations; problem solving orientation and skills; experience in supervisory oversight of financial systems, information technology and human resources; proven experience in developing long and short range strategic plans, and a postgraduate degree in public, business or judicial administration, law or other related field.

Conditions of Employment

- Applicants must be U.S. citizens or eligible to work in the United States.
- This position is subject to mandatory Electronic Funds Transfer (direct deposit) of net pay.
- The final candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination; with periodic reinvestigation. Appointment is provisional and contingent upon successful completion of an FBI background investigation.
- Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court.

- The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court's web site at www.miwd.uscourts.gov.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental and vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program.

How to Apply

For consideration, qualified applicants must provide the following:

- a letter of interest;
- a detailed resume;
- contact information for three professional references;
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>; and
- a narrative statement (not to exceed two pages) that describes how their previous experience has prepared them for this position and elaborates on any of the preferred qualifications they may have.

Incomplete or late applications will not be considered. Required documents can be sent via mail or email. If sending via email, please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov . If sending via mail, please send all required documents marked 'CONFIDENTIAL' to: Clerk of Court Search Committee, c/o Melanie Vugteveen, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503 **by 4:30p.m. on September 8, 2015.**

EQUAL OPPORTUNITY EMPLOYER