
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Type of Position: Federal Court Administrative Clerk
Official Title: Case Administrator
Location: Kalamazoo, Michigan
Closing Date: February 2, 2015 (close of business)
Salary Range*: CL 24/1 (\$35,055) to CL 25/61 (\$62,951)

**Starting salary dependent upon qualifications & experience*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time administrative clerk position.

Position Overview

This position is responsible for maintaining and processing case information and managing the timely progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. Ensures all entries on the court's electronic case filing system are appropriately entered and makes follow up entries on the system as needed. Files documents into the court's electronic filing system. Provides excellent customer service when responding to and providing information to public, bar, and the court. Scans, copies, files, sorts and processes mail. Prepares orders, general correspondence and reports as necessary. Participates in on-going training and professional development activities. Performs other duties as assigned.

Required Qualifications

To qualify for this position, the candidate must be a high school graduate or equivalent and possess two years of general experience. To qualify for CL 24, one year of specialized experience equivalent to work at CL 23 level is required. To qualify for CL 25, one year specialized experience equivalent to work at CL 24 level is required. Specialized experience is 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. Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals one year experience.

Required Qualifications (continued)

Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience. The candidate must also have excellent interpersonal skills and oral and written communication skills, be detail-oriented, and have the ability to manage several priorities at one time.

Court-Preferred Qualifications

- Experience working in an electronic environment with various technologies to accomplish work
- Experience with electronic document management system
- Bachelors degree from accredited institution

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 & vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. 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. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. All court employees are required to adhere to the Code of Conduct for Judicial Employees (available upon request). Appointment is provisional and contingent upon successful completion of a FBI fingerprint check and background investigation.

How to Apply

Qualified applicants should submit (1) a letter of interest that includes how he/she heard about the posting, (2) a list of professional references (including how reference knows applicant), and (3) a completed AO 78* (Application for Judicial Branch Federal Employment) form. Email all required documents in one pdf document to human_resources@miwd.uscourts.gov by 4:30p.m. on February 2, 2015. Incomplete submissions will not be considered.

*The AO78 form and additional information about the U.S. District Court can be found at www.miwd.uscourts.gov.

EQUAL OPPORTUNITY EMPLOYER