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# \*\*\* CAREER OPPORTUNITY \*\*\*

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## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

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**Title:** ADMINISTRATIVE SPECIALIST  
**Location:** Grand Rapids, Michigan  
**Closing Date:** November 30, 2016 (By 4:30p.m. EST)  
**Salary Range:** CL 25/1 (\$39,171) to CL 25/61 (\$63,664)

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 Specialist position. Starting salary commensurate with work experience, education, prior/present pay history and previous Federal court experience.

### POSITION OVERVIEW

This position is primarily responsible for providing high level administrative support to the Clerk of Court and Chief Deputy Clerk, assisting the Personnel Specialist with a variety of human resource functions, and performing other duties as assigned. The Administrative Specialist ensures the efficient management of multiple calendars, events, meetings, correspondence, reports, travel, and various deadlines. Gathers, researches and analyzes data, completes reports and special projects. Provides operational and administrative assistance in other areas of the court. Serves as liaison to judges' chambers, other court support units, and various agencies, on behalf of the Clerk of Court and Chief Deputy, as appropriate. Participates in on-going training and professional development activities.

### QUALIFICATIONS

The candidate must be a high school graduate or equivalent, and possess two years of general clerical/administrative experience and a minimum of two years of progressively responsible administrative experience in an executive office environment which required the daily exercise of tact, good judgment, decisiveness, resourcefulness, poise and initiative. Demonstrated excellence in written and oral communication skills required. Previous experience must have included responsibility for creating, proofreading and editing correspondence and documents for spelling, grammar, punctuation and syntax. Administrative skills must include proficiency in document preparation, generating reports, file maintenance, record keeping, preparation of presentation materials and general office management.

### PREFERRED QUALIFICATIONS

- Bachelor's degree from accredited college or university

## JOB REQUIREMENTS

- Skill and ability to manage an executive office in a professional environment.
- Highly-motivated, self-starter, able to anticipate needs and carry out tasks with minimal supervision.
- High attention to detail with organization a priority and professional presence a must.
- Excellent interpersonal, oral and written communication skills.
- Thorough knowledge of, and skill in, using executive office procedures and a variety of office equipment.
- Excellent customer service skills and the ability to exercise discretion, maintain confidentiality and interact tactfully with a wide variety of internal and external customers. Ability to exercise mature judgment. Applicants must have the ability to manage multiple tasks and projects and adapt to changing priorities.
- High level of computer skills (proficient in Word/WordPerfect, PowerPoint and Excel).

## 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. Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations. 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. Reimbursement of travel and/or relocation expenses is not authorized. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. 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](http://www.miwd.uscourts.gov).

## HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest that includes how they heard about the posting;
- a detailed resume;
- contact information for three professional references, and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

**Incomplete or late applications will not be considered.** Required documents can be sent via mail or email and must be received by 4:30p.m. EST on November 30, 2016. If sending via email, please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503. **No phone calls please. EQUAL OPPORTUNITY EMPLOYER**