
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title: ADMINISTRATIVE SPECIALIST
Location: Grand Rapids, Michigan
Closing Date: October 24, 2016 (Close of business @ 4:30p.m.)
Salary Range*: CL 25/1 (\$39,171) to CL 25/61 (\$63,664)

**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 Specialist position.

Position Overview

This position is primarily responsible for providing day-to-day 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.

Required Qualifications

The successful candidate must be able to maintain confidentiality and a professional demeanor at all times. The successful candidate must also be service oriented, a self-starter, able to anticipate needs and carry out tasks with minimal supervision, have excellent interpersonal, organizational, oral and written communication skills, detail-oriented, and have the ability to manage several priorities at one time. To qualify for this position at the CL 25 level, the candidate must be a high school graduate or equivalent, and possess two years of general experience and two years of specialized experience. *Specialized experience* is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has provided knowledge of the rules, regulations, procedures and practices of office and/or human resource administration; and involved the routine use of automated human resources systems or other computer based systems such as word processing, data entry, report generation or database applications. *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. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

Court-Preferred Qualifications

- Experience working in an electronic environment with various technologies to accomplish work
- Ability to gather, research and analyze data
- Ability to manage several priorities at one time
- Demonstrated experience delivering professional customer service in a team environment
- 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. 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.

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. on October 24, 2016.** 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 to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503.

EQUAL OPPORTUNITY EMPLOYER