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

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## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

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**Title:** CASE ADMINISTRATOR  
**Location:** Lansing, Michigan  
**Closing Date:** October 3, 2016 (Close of business @ 4:30p.m.)  
**Salary Range\*:** CL 24/1 (\$35,470) 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 Case Administrator 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. Files documents into the court's electronic filing system. Ensures all entries on the court's electronic case filing system are appropriately entered and makes follow up entries on the system as needed. Provides excellent customer service when 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 at the CL 24 level, the candidate must be a high school graduate or equivalent and possess two years of general experience and one year of specialized experience. To qualify at the CL 25 level, the candidate must have at least two years of specialized experience. *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. 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, 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. 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. on October 3, 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.

**EQUAL OPPORTUNITY EMPLOYER**