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Clerk's Office Mission Statement

"The District Court Clerk's Office serves the public and supports the judiciary by delivering excellent customer service with proficiency, integrity and accountability."

The Federal Judiciary is an Equal Opportunity Employer.



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #24-01
Title: CASE MANAGER
Location: Grand Rapids, Michigan
Position Type: Full-time, Permanent
Closing Date: Open until filled—*Priority consideration given to those who apply by April 22, 2024*
Salary Range: CL 26 (\$52,831 – 85,844)*
CL 27 (\$58,030 – 94,338)*

**Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience. Promotion potential to next Classification Level (CL) without further competition.*

OVERVIEW

An excellent career opportunity in public service is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Case Manager to U.S. District Judge Robert J. Jonker in Grand Rapids, Michigan. Case Managers are an integral part of the judge's team of dedicated legal professionals. This position is responsible for managing the judge's caseload, attending, and logging court proceedings, and processing orders.

The Western District of Michigan was created in 1863 and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

REPRESENTATIVE DUTIES

- Manages judge's cases by calendaring and ensuring case movement including monitoring deadlines; e-filing of pertinent documents; monitoring timely responses to judicial orders, and setting hearings, trials and conferences.
- Reviews cases and reports for necessary actions. Assists in the accurate statistical reporting requirements of the Administrative Office. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings.
- Answers inquiries on case status, ensuring confidentiality when appropriate. Keeps judge and immediate staff informed of case progress for proceedings.
- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.

BENEFITS

The U.S. District Court offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Flexible Spending Programs
- Paid Parking
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive lifetime monthly annuity. Employees appointed on or after January 1, 2014, *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

- Takes notes of proceedings, rulings, and notices, and prepares and files minute entries electronically. Swears in witnesses and interpreters, as well as other parties, before the Court. Drafts orders for the judge's approval.
- Ensures jury clerk is aware of upcoming trials and jury needs. Assists the judge and parties in jury selection. Attends to jurors' needs during trials. Maintains contact with counsel during deliberations.
- Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes for the assigned judge. Works in concert with the Clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Prepares correspondence and distributes documents, notices, judgments, and orders.
- The typical work schedule is Monday through Friday 8:00a.m. to 5:00p.m. (additional hours may be required). Duties may require some travel and working during non-business hours.
- Performs other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent plus possess specialized experience as noted below:

- CL-26 One year of specialized experience
- CL-27 Two years of specialized experience

NOTE: If not hired at top classification level, promotion potential to the next level based on satisfactory performance and funding without further competition.

Specialized Experience: Progressively responsible 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. Outside of federal, state, or local court system, 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, corporate headquarters or human resources/payroll operations.

Required Skills: The ideal candidate will possess experience working in an electronic environment with various technologies to accomplish work; must be reliable and highly organized; have excellent communication (oral and written) and interpersonal skills with the ability to work well with others; demonstrated experience working in a team environment to deliver professional customer service; ability to manage several priorities; strong customer service skills; exercise good judgment; must maintain confidentiality, and have a professional demeanor.

Preferred: Preference will be given to applicants who have previous court and/or courtroom experience; knowledge of legal terminology; knowledge of federal court procedures; experience with electronic case filing system (i.e., CM/ECF), and are college graduates.

APPLICANT INFORMATION

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.

Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- Appointment is provisional and contingent upon successful completion of an FBI background check.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter that includes a statement that describes how their previous experience has prepared them for this position;
- 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> (NOTE: Applicants are not required to fill out the Optional Background Information section (Questions 18 – 20) on page 5 of the application).

Incomplete applications will not be considered. All required documents must be sent via email as **one PDF** file to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration will be given to those applicants who apply by **April 22, 2024**. **No phone calls please.**