A great opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time temporary Operations Support Clerk.

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

**POSITION OVERVIEW**

This position is responsible for sorting, classifying, and scanning appropriate documents for entry into the Case Management/Electronic Court Filing (CM/ECF) system or other electronic locations; quality-checks all scanned documents to ensure each has been correctly uploaded and organized in appropriate location; operates a variety of scanning, copying, mail processing and records equipment; performs clerical duties, including mail, filing, and photocopying; performs other duties as assigned.

**QUALIFICATIONS**

To qualify for this position, the candidate must be a high school graduate or equivalent.

Applicant must possess experience working in an electronic environment with various technologies to accomplish work, good clerical, organizational and communication skills, and the ability to follow instructions and procedures. In addition, applicant must be reliable and detail-oriented.
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.

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. (NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees 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.

HOW TO APPLY

For consideration, qualified applicants must provide the following:
- a cover letter;
- a detailed resume;
- contact information for three professional references, and
- a completed Application for Judicial Branch Federal Employment, AO78 form

Incomplete or late applications will not be considered. Required documents must be sent via email and received by 4:30p.m. EST on May 13, 2019. Please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov. No phone calls please. EQUAL OPPORTUNITY EMPLOYER