

■ CAREER OPPORTUNITY ■



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #20-04
Title: Case Administrator
Position Type: Full-Time Term Appointment *(not to exceed 2 years, with the possibility of an extension or attaining permanent status)*
Location: Lansing, Michigan
Closing Date: Position open until filled. *Priority consideration will be given to those applicants who apply by September 2, 2020.*
Salary Range: CL 25 (\$42,302 – 68,808)*

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 Case Administrator position.

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

POSITION OVERVIEW

This position is responsible for maintaining and processing case information; managing the timely progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules, and reviewing incoming court documents for conformity. 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 customer service by 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.

QUALIFICATIONS

To qualify for this position, 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 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.

Applicant must possess experience working in an electronic environment with various technologies to accomplish work, excellent clerical, organizational and communication skills, and the ability to follow instructions and procedures. Applicants must also have ability to work effectively as part of a team, aiding co-workers and demonstrating a willingness to complete a wide variety of tasks as needed. In addition, applicant must be reliable and detail-oriented.

COURT-PREFERRED QUALIFICATIONS

- Experience with electronic document management system
- State or federal court experience
- Bachelors degree from accredited institution

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.) *For more detailed information about federal court benefits and compensation, please go to:* <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 applications will not be considered. Please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration will be given to those applicants who apply by September 2, 2020. **No phone calls please. EQUAL OPPORTUNITY EMPLOYER**