

■ CAREER OPPORTUNITY ■



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

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."

Announcement: #21-07
Position: JURY & OPERATIONS SPECIALIST
Position Type: Full-Time Permanent
Duty Station: Grand Rapids, Michigan
Closing Date: Position open until filled---Priority consideration given to those who apply by October 18, 2021
Salary Range: CL 25 (\$42,747 - \$69,462)*

*Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience.

A great career opportunity is available with the Clerk's Office of the U. S. District Court for the Western District of Michigan. Applications are being accepted for a Jury & Operations Specialist position.

POSITION OVERVIEW

The Jury and Operations Specialist performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures and rules; assists in the jury process from beginning to end and assists in ensuring the court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system; performs various operational and technical functions and is responsible for maintaining and processing case information; completes special projects and performs other duties as assigned.

QUALIFICATIONS

The successful candidate must be a high school graduate (or equivalent), have two years of general experience and two years of specialized experience.

General Experience: Progressively responsible professional administrative, clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **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 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 or federal, state or local court. **Education Substitutions:** 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 of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

The successful candidate must 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 at one time; strong customer service skills, and have a professional demeanor.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who are college graduates; have court experience; knowledge of legal terminology & federal court procedures, and experience with electronic case filing system.

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, 11 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 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>.

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 background investigation. 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 previous experience has prepared them for this position;
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>;
- a detailed resume, and
- contact information for three professional references.

Incomplete applications will not be considered. All required documents must be submitted **as a single pdf document** by email to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration given to those who apply by October 18, 2021. **No phone calls please.**

**THE U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN
IS AN EQUAL OPPORTUNITY EMPLOYER**