

■ 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: #22-09
Title: ADMINISTRATIVE SPECIALIST
Position Type: Full-Time
Location: Grand Rapids, Michigan
Closing Date: Open until filled - *Priority consideration will be given to those who apply by September 28, 2022*
Salary Range: CL 25 (\$43,767 - \$71,167)*

*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 full-time Administrative Specialist position.

POSITION OVERVIEW

This position is primarily responsible for providing high level administrative support to the Clerk of Court and Chief Deputy Clerk, assisting the Personnel Specialist with a variety of human resource functions, and performing other duties as assigned. The Administrative Specialist ensures the efficient management of multiple calendars, events, meetings, correspondence, reports, travel, and various deadlines. Gathers, researches and analyzes data, completes reports and special projects. Provides operational and administrative assistance in other areas of the court. Serves as liaison to judges' chambers, other court support units, and various agencies, on behalf of the Clerk of Court and Chief Deputy, as appropriate. Participates in on-going training and professional development activities. Eligible for periodic telework upon completion of training.

QUALIFICATIONS

To qualify for this position, an individual must have one year of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative experience in an executive office environment which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation. Preference will be given to applicants who are college graduates.

The ideal candidate must possess experience working in an electronic environment with various technologies to accomplish work; the ability to communicate effectively (oral and written) with a variety of individuals and groups; the ability to maintain confidentiality and loyalty; demonstrated experience working in a team environment to deliver professional customer service; skill in assisting with planning, organizing, and handling logistical arrangements for meetings and travel; demonstrate the ability to effectively represent the clerk's office between court and external organizations; ability to follow detailed instructions and successfully manage several priorities at one time; must be reliable and highly organized; strong customer service skills, and have a professional demeanor.

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. (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. 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 September 28, 2022. **No phone calls please.**

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. 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.

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