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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: #25-01
Title: CASE ADMINISTRATOR
Location: Marquette, Michigan
Position Type: Full-time, Permanent
Closing Date: Open until filled—*Priority consideration given to those who apply by February 28, 2025*
Salary Range: CL 25 (\$48,890 - \$79,443) *

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

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 Administrator in Marquette, Michigan. The employee performs various functions and assists in maintaining and processing case information and assists in managing the progression of cases from opening to final disposition. Case Administrators also perform administrative and customer service work to prepare jurors for jury selection in the divisional office. This position offers an opportunity for a motivated and competent individual to gain the broad range of experience and exposure necessary to become competitive for positions of greater responsibility within the judiciary. Eligible for hybrid telework after period of establishment and/or training completed.

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. Marquette is the largest city in the Upper Peninsula and is on the shores of Lake Superior. The city offers outdoor adventures, art & culture, and much more! [Marquette, Michigan Things to Do](#) | [Pure Michigan](#) | [Travel Marquette Website](#)

REPRESENTATIVE DUTIES

- Manage cases from opening to closing in accordance with approved internal controls, procedures and rules. Manage cases to ensure timely progression, review filed documents to determine conformity and follow up with appropriate action regarding rules, practices, and filing requirements. Ensure docketing deadlines and hearings are captured and that speedy trial data is accurate.
- Perform quality control on attorney-docketed entries. Review Docket Activity Report (DAR) to ensure all orders and automated entries are appropriately docketed and make summary entries on the docket of all documents and proceedings.
- Check for prior or prohibited filing and verify attorney's authority to practice.

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>.

- Accept, review and process documents. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Issue summons, writs, warrants, and other documents as needed.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Reconcile cash drawer at the end of the day. Process credit card payment transactions. Complete weekly/month-end deposits.
- Answer and route incoming calls. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court.
- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management per Court standards. Docket initial opening events.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality.
- Scan, copy, file and sort mail. Process e-mail received from electronic filers. Receive and stamp incoming documents. Operate a variety of copying and records equipment.
- Coordinate and prepare qualified jurors for jury selection including orientation, manage payment of petit jurors, prepare attendance certificates on behalf of jurors, and compile and submit monthly jury reports.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of jury trials.
- Act as back-up to other areas in operations department.
- Performs other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent plus possess one year of specialized experience.

Specialized Experience: Progressively responsible administrative experience in a professional setting 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 extensive customer service experience involving significant public contact and personal interaction; 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

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.

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 ability to work well with others; demonstrated experience working in a team environment; ability to manage several priorities; exercise good judgment; must maintain confidentiality, and have a professional demeanor.

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

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) for payment of federal wages.
- 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](#).

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 **February 28, 2025. No phone calls please.**