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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:** #25-02  
**Title:** SPACE & FACILITIES ASSISTANT  
**Location:** Grand Rapids, 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 Space & Facilities Assistant in Grand Rapids, Michigan. The Space and Facilities Assistant performs and coordinates administrative and technical work related to day-to-day building management issues, in accordance with approved policies, procedures, and internal controls. The incumbent also provides administrative support for the work of the Space and Facilities Administrator and responds to facility service calls. 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. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals](#) | [Pure Michigan](#) | [Official Travel & Tourism Website for Michigan](#)

### REPRESENTATIVE DUTIES

- Monitor, coordinate, and react to day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning), structures, grounds, and security. Respond to space and facilities service tickets, calls and emails.
- Develop and maintain project logs, tracking forms, spreadsheets, and databases for the purpose of tracking and documenting building project work and status. Assess, document, prioritize, and assist in responding to project problems.
- Attend and participate in project, construction, and facility security meetings to remain current on project status and security matters. Document meetings and update project files as needed. Respond on behalf of the Space and Facilities Administrator, as required.
- Coordinate and track project schedules and significant project checkpoints.
- Provide administrative assistance with various security items including Facility Security Committees (FSC). Track and maintain Facility Access Cards (FAC) and activate and

## 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>.

deactivate/revoke employee access.

- Maintain files, records, and materials related to facilities management, space planning, and space and facilities projects. Escort vendors and/or contractors as needed.
- Prepare correspondence, reports, form letters, and documents. Generate status reports from databases and computerized systems. Schedule appointments and arrange meetings
- Work is performed in an office setting or construction site. Occasional travel to divisional offices is required. Some lifting of boxes and movement of furniture or equipment, approximately 50 pounds, is required. Provide assistance to other departments as needed.
- Perform 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 clerical or administrative experience that is in, or closely related to, the work of the Space and Facilities Assistant position and 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.

**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 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 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) 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](#).

## 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.

## 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](mailto: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.**