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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:** #25-10  
**Title:** SPACE & FACILITIES ADMINISTRATOR  
**Location:** Grand Rapids, Michigan  
**Position Type:** Full-time, Permanent  
**Closing Date:** Open until filled—*Priority consideration given to those who apply by January 16, 2026*  
**Salary Range:** CL 27 (\$59,732 - \$97,098)\*  
CL 28 (\$71,583 - \$116,394)\*

*\*Starting salary is based on the Rest of the United States Court Personnel System (CPS) pay table and is commensurate with work experience, education (if applicable), and current or previous Federal court experience. Promotion potential to next Classification Level (CL) without further competition. [Court Personnel System Pay Rates](#)*

### 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 Administrator in Grand Rapids, Michigan. The Space and Facilities Administrator has primary responsibility for the management and oversight of all space and facilities projects initiated by the Court or the General Services Administration (GSA). Responsibility includes the planning, design, project management, technical review and financial management planning for all space and facility projects, and district-wide coordination of all building activities for the court unit. The incumbent is also responsible for overseeing all aspects of emergency preparedness and continuity of operations planning for the District Court. Position is available now and may be eligible for limited telework after period of establishment and/or training is 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

- Manage space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translate functional requirements into a space-needs plan and define the project's design objectives. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction.

## 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>.

- Coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan. Conduct meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all parties are advised and kept aware of requirements and plan changes.
- Review GSA contract specification documents and blueprints to ensure compliance with the U.S. Court Design Guide, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
- Perform cost evaluation and control at each step of the project to ensure the budget plan is adhered to and the project remains in compliance with stated objectives.
- Make recommendations to appropriate individuals regarding improvements, changes in procedures, or other actions.
- Conduct construction site visits to monitor progress and compliance with the U.S. Courts Design Guide and prepare progress reports and punch lists for work that remains to be accomplished.
- Develop furniture layouts and assist in selection and procurement of furniture and furnishings. Prepare purchase orders and payment authorizations.
- Create move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines. Serve as move coordinator.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval. Verify RWA charges and authorize payment.
- Prepare all court reports and requests for space which involve surveys of existing space and new space requirements due to new judges and/or courthouses. Coordinate such requests with the Administrative Office.
- Advise unit executives and judges regarding design, construction, building operations, occupancy of construction projects and ongoing facility maintenance. Act as the court's liaison with the Administrative Office, General Services Administration (GSA), contractors, outside vendors and other agencies, as required.
- Coordinate routine and cyclical building maintenance, repairs, renovations, and security system installations with the U.S. Marshals Service (USMS), GSA, or others, as applicable.
- Plan, administer, and oversee the coordination of the emergency preparedness, emergency communication, and continuity of operations plan (COOP) for the District Court.

## 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.

- Prepare and review continuity of operations plan. Provide training and exercises on the implementation of the COOP and conduct tests of plan, as necessary. Serve as liaison with U.S. Marshals Service, GSA, and Federal Protective Service with respect to security threat and risk avoidance, and emergency issues including crucial threats, disasters, etc.
- Reconcile and verify court space with GSA drawings and statements. Attend all building security and tenant meetings.
- Serve as a custodial officer for furniture items. Coordinate with the disposal officer the list of items to be disposed or to be offered as excess/surplus.
- Work is performed in an office setting or construction site and may occur at divisional offices, off-site locations or temporary duty stations. Some travel is required. Some lifting of boxes and moving of furniture is required. May occasionally require that work be performed outside the normal business hours.
- Performs other duties as assigned.

## QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent plus have two years of specialized experience, or

- **For CL-27** - Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: (1) An overall "B" grade point average equaling 2.90 or better of a possible 4.0; (2) Standing in the upper third of the class; (3) "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; (4) Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or (5) Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.
- **For CL-28** - Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

NOTE: If not hired at top classification level, promotion potential to the next level based on satisfactory performance and funding without further competition.

**Specialized Experience:** Progressively responsible experience that is in, or closely related to, the work of the position that has provided knowledge and understanding of concepts used by various disciplines related to space project development, facility management, architectural design, and project management.

**Required Skills:** The ideal candidate will possess experience working in an electronic environment with various technologies to accomplish work; must be able to read, analyze, and interpret specifications, technical procedures and government regulations; able to manage budgetary and financial aspects of the space and facilities program; must be reliable and highly organized; have strong analytical and project management skills; 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; strong customer service skills; exercise good judgment; must maintain confidentiality, and have a professional demeanor.

**Preferred:** Preference will be given to applicants who have five or more years of specialized experience, related experience in the federal or state courts, and a bachelor's degree from an accredited college or university in architecture, engineering, facilities management, or a field closely related to the subject matter of the position.

### **CONDITIONS OF EMPLOYMENT**

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- 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.
- As a condition of employment, the selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background investigation.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

### **HOW TO APPLY**

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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 19 – 21) 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 **January 16, 2026**. **No phone calls please.**