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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:** #26-05  
**Title:** CASE ADMINISTRATOR I  
**Location:** Grand Rapids, Michigan  
**Position Type:** Full-time, Permanent  
**Closing Date:** Open until filled---*Priority consideration given to those who apply by April 24, 2026*  
**Salary Range:** CL 24 (\$44,701 - \$72,654)\*

*\*Starting annual salary is based on the Rest of the United States (RUS) Court Personnel System (CPS) pay table and is commensurate with work experience, education (if applicable), and current or previous Federal court experience. NOTE: Promotion potential to Case Administrator II (CL 25) upon meeting requirements, successful performance, and availability of court funding 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 Case Administrator I in Grand Rapids, Michigan. The Case Administrator I performs various functions and is responsible for maintaining and processing case information during the initial filing of documents; scanning, maintaining, and processing case information and managing the progression of cases from opening in accordance with approved procedures and rules; receives and reviews incoming court documents for conformity; performs customer service for the purpose of providing procedural information and collecting court fees, and performs other duties as assigned. Eligible for hybrid telework after successful performance and training requirements have been met.

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

- Check for prior or prohibited filing. Verify and issue summons. Verify attorney's authority to practice.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register. Reconcile receipts and post to the appropriate fund/case account.

## 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>.

- Receive and stamp civil and criminal pleadings. Create and process new case files. Assign appropriate case type and judge. Open cases in case management system. Docket initial opening events.
- Sort, classify, scan 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. Copy and certify court documents. Retrieve files and make copies of records for court personnel, attorneys, and others.
- Operate a variety of office equipment. Answer and route incoming calls. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court. Process form, copy, and search requests. Ensure data quality and confidentiality.
- Scan, copy, file, sort and process mail. Monitor and process e-mail received from electronic filers, public, bar and other agencies. Assist with overseeing court's general email box. Receive and stamp incoming documents. Maintain court files.
- Prepare and ship records to the Federal Records Center and retrieve records when needed.
- Provide assistance in the operations department, attorney admissions, and other areas as needed. Assist with special projects 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 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 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 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; strong customer service skills; exercise good judgment; must maintain confidentiality, and have a professional demeanor.

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

## 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.

## 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 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 given to those who apply by **April 24, 2026**. **No phone calls please.**