

Career Opportunity

Administrative Assistant

To the Deputy Court Administrator
Classification Level: 25
Starting Salary Range: \$42,613-\$53,272
Classification Level Salary Range: \$42,613-\$69,260

**Announcement
Number: 16-04**

**Posted: Thursday, May
5, 2016**

**Closes: Monday, June 6,
2016**

**Location: Detroit,
Michigan**



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848

E-mail application materials to
"apply@mied.uscourts.gov"
Subject: 16-04 Admin
Assistant to DCA

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. ONE POSITION AVAILABLE.

POSITION SUMMARY

This position is located in the Clerk's Office, reporting directly to the Deputy Court Administrator. The employee performs administrative support services for the Deputy Court Administrator and Clerk's Office professional staff. Work is performed in an office setting and may occur at off-site meeting locations. Meeting/event preparation may require light lifting and the use of cleaning supplies. Occasional travel within the District may be required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Receives, screens and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including judges and their staff, agency heads from other courts, other court support units, and members of the bar.
- Maintains the Deputy Court Administrator's calendar. Maintains conference room calendars and responsible for scheduling meetings. Arranges meetings or other events, including notification to participants, logistical coordination and preparation/distribution of meeting materials as required and taking meeting minutes.
- Arranges business travel itineraries for the Deputy Court Administrator and professional staff. Prepares travel payment vouchers in accordance with existing policies and regulations.
- Prepares correspondence and other materials from dictation, rough copy or own notes for the Deputy Court Administrator's review and signature. Prepares presentation slides, presenter notes and handouts. Edits materials prepared by others for accuracy, proper grammar and spelling. Compiles and completes data for reports, bulletins, questionnaires and other documents.
- Generates manual and other reports from databases and computerized systems. Maintains Court directory, assists with Court pictorial directory.
- Develops and maintains logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the request of the Deputy Court Administrator.
- Gathers and analyzes data to improve workflow, operating methods and to simplify processing procedures.
- Responsible for the development and coordination of annual activities, luncheons, meetings and other Court functions. Monitors and replenishes non-court supplies in the Judges Conference Room, resets room after activities.
- Monitors and tracks the status and deadlines of various Court projects. Responsible to complete special projects as assigned.
- Signs routine correspondence for the Deputy Court Administrator and professional staff as authorized.
- Receives, screens and routes mail to appropriate persons or offices. Receives, prioritizes and routes all incoming administrative and case-related materials from within the Court to appropriate individuals in the office. Maintains correspondence control records and monitors due dates to ensure that the required action is made timely.
- Coordinates general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Serves as the liaison to Court Services Unit for the office's maintenance needs (heating, cooling, lighting, cleaning).
- Prepares materials for distribution at monthly judges' meetings.

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REPRESENTATIVE DUTIES AND RESPONSIBILITIES (CON'T)

- Serves as liaison to judicial chambers and all other court support units, as well as the Administrative Office and Federal Judicial Center with respect to Clerk's Office activities.
- Performs as back-up to the Management Analyst.
- Supports other management staff within the Court Administrator's Office as needed.
- Acts as backup for receiving, screening and referring telephone calls for other Court departments.
- Performs other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of application.

Required: High School diploma or equivalent with a minimum of five years progressively responsible clerical or administrative experience within the last seven years of employment.

The successful candidate must possess the following knowledge, skills and abilities: Proficient in the use of Excel, PowerPoint and Microsoft Word and/or Word Perfect. Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Skill in written and oral communications, including the writing, editing and proofreading of documents for spelling, grammar, style, abbreviations and correct legal citation formats. Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment. Ability to learn Court rules and policies. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Ability to multitask. Skill in administrative matters—file maintenance, record keeping, reporting and preparation of presentation material.

Preferred: Experience as a secretary or administrative assistant to a higher level executive position within the last seven years of employment. A college degree or specialized training in a related field and court/legal experience is also desirable.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page one by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.