



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

COURT ADMINISTRATOR/CLERK OF COURT

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov
www.miep.uscourts.gov
www.miept.uscourts.gov

Vacancy Number:
20-07

Posting Date:
May 27, 2020

Closing Date:
July 10, 2020

Duty Station:
Detroit, MI

Classification Level:
JSP 16-18 (depending on
qualifications)

Minimum Salary:
\$163,308

**Salary Earning
Potential:** \$216,400

**Number of Positions
Available:**
1

Position Open to:
All qualified candidates

The Mission of the United States Courts:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs. Its core values are: Rule of Law, Equal Justice, Judicial Independence, Accountability, Excellence and Service.

The District currently has 15 active judges, 7 senior judges, 5 full-time magistrate judges (2 vacancies), and 1 full-time recalled magistrate judge. The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint and Port Huron and has 321 employees.

How a Court Administrator/Clerk of Court Supports the Mission:

This position is located in the Clerk's Office in Detroit, Michigan and has an anticipated start date between October 1 and December 1, 2020 (potential position overlap for 30-60 days for a selectee from outside the District). The Court Administrator is appointed by the judges of the court in which he or she serves. This is a high level management position which functions under the direction of the Chief Judge. The Court Administrator is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office which include budget, finance, procurement, information technology, human resources and record keeping. Travel within and outside of the District is required.

Court Management:

- Leading a diverse staff with compassion and directness, bringing focus on the role each individual plays in the administration of justice within the federal court.
- Serving as advisor to the Chief Judge on operational and administrative matters, case assignments, budget, personnel and ethics.
- The Chief Probation Officer and Chief Pretrial Services Officer report to the Court Administrator on all non-judicial administrative matters.
- Acts as or supervises the Court's Public Information Officer.
- Consulting with and making recommendations to the judges regarding Court policies and procedures.
- Implementing Court policies, programs and procedures established by the Administrative Office of the United States Courts, the Judicial Conference of the United States and the Sixth Circuit Judicial Council.
- Overseeing the preparation of an annual budget for the approval of the Chief Judge; managing and monitoring the budget throughout the fiscal year; developing a long-range plan for the Court.
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the Court.
- Directing through subordinate staff the jury operations of the Court and making recommendations as required to improve juror utilization.
- Directing through subordinate staff the Court's financial service function including purchasing, juror payments, and accounting functions.
- Directing through subordinate staff the automation and information technology services, statistical analysis and reporting requirements and inventory control.



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Court Management Continued:

- Directing through subordinate staff the human resources management program; overseeing the hiring, assigning, managing and discipline of personnel; managing training programs.
- Directing through subordinate staff the management of space and facilities and planning.
- Informing personnel of the status and effect of policies, programs and procedures.
- Ensuring and directing compliance with rules, regulations and orders of the Court.

Agency Collaboration:

- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal and personnel.
- Working with members of the bar and the public to improve the delivery of court services.
- Developing effective working relationships with various groups and individuals outside the Court, such as bar associations, officials of other government agencies and State court officials.

Administrative Activity:

- Serving as the Payroll Certification Officer, Procurement Liaison Officer and Certifying Official for any payment by the District Court.
- Managing the onboarding, recalling and certifying of Judges.
- Overseeing public ceremonies and educational events, such as Investitures, Employee Appreciation Day, Law Day, and retirement celebrations.
- Conducting special studies as directed and preparing statistical and narrative reports.
- Acting as secretariat for Judges' Meetings and Court committee meetings.
- Performing other duties as assigned.

Qualifications:

Qualifications must be met at the time of application.

Required:

A bachelor's degree from an accredited college or university in a related field.

Administration Experience: A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

Management Responsibility: At least three of the 10 years of experience must have been in a position of substantial management responsibility (see definition below).

Practice of Law: An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the administrative or management experience requirement.

Substantial Management Experience

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.



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Educational Equivalents:

Undergraduate

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

Postgraduate

A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

Legal

A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Preferred:

- Post graduate degree in public, business or judicial administration; or law.
- At least three years of substantial management experience in a court or legal environment.
- Experience in office automation, including an automated case management system.
- Knowledge of Microsoft Office Suite and e-mail applications.

Background Investigation Requirements

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

Procedures for Applying:

To be assured consideration, please submit the following application packet:

- A cover letter describing your knowledge, skills, and abilities as they relate to the duties of the position;
- A resume that includes your entire professional work history;
- A completed application that includes your entire professional work history (download from the Court website, use additional pages as necessary); and
- Three professional references, including name, title, agency/company, address and telephone number.

Application packets should be sent via e-mail as one single text-searchable PDF document to "courtadmin@mied.uscourts.gov" by the closing date. The subject line should state: Court Administrator/Clerk of Court Application [insert first and last name]. 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.

Only applicants selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation may or may not be authorized.



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Local Benefits*:

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities
On-site Parking	

Close proximity to all downtown sporting venues, restaurants, theaters, museums and the Detroit River Walk

**when/where available*

National Benefits:

Generous Paid Time Off Program	Ten Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

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.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

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.