



**KINIKIA D. ESSIX**

Court Administrator/Clerk of Court

**Detroit**

231 W. Lafayette Blvd.  
Detroit, MI 48226

**Ann Arbor**

200 E. Liberty St.  
Ann Arbor, MI 48104

**Bay City**

1000 Washington Ave.  
Bay City, MI 48708

**Flint**

600 Church St.  
Flint, MI 48502

**Port Huron**

526 Water St.  
Port Huron, MI 48060

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Important Dates**

**Opening Date:**

November 4, 2022

**Closing Date:**

December 4, 2022

**Anticipated Start Date:**

January 16, 2023

**Apply to:**

[apply@MIED.uscourts.gov](mailto:apply@MIED.uscourts.gov)

*The U.S. District Court for the Eastern District of Michigan is an Equal Opportunity Employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

Position: Executive Assistant to the Court Administrator/Clerk of Court

Vacancy #: 2022-29

Classification: CL 27/28 (depending on qualifications)

Salary Range: CL 27\* Starting \$58,282 - \$72,858 / Earning Potential \$94,723

CL 28 Starting \$69,836 - \$87,327 / Earning Potential \$113,564

*\*promotion potential to CL 28 without further competition*

Duty Station: Detroit, MI

Status: Full-time permanent

### POSITION OVERVIEW

This position is in the Court Administrator's office. The employee serves as the confidential assistant to the Court Administrator and the two Chief Deputies, maintains confidentiality and integrity in all matters, and provides administrative services essential to the direction and efficient operation of the Court Administrator's office. The employee performs and coordinates administrative, technical, and professional work related to multiple administrative functions including ensuring compliance with appropriate guidelines, policies and approved internal controls. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours may be required.

**Duties include, but are not limited to the following (*a full list is available upon request*):**

- Composes executive correspondence, memoranda, legal documents, and other materials, from dictation, rough copy, or own notes, for the Court Administrator and Chief Judge's review and/or signature. Prepares, proofreads, and edits materials prepared for others for signature for accuracy, proper grammar, and spelling.
- Maintains calendars for Court Administrator and Chief Deputies. Arranges for travel and lodging for the Court Administrator; prepares travel authorizations and travel vouchers in accordance with judiciary and local policies and regulations.
- Coordinate conferences and meetings. Assists in preparation of materials in support of the Court's committees. Assists on special projects. Prepares agendas and/or minutes for court or judicial meetings. Assists in maintaining and updating the office website.
- Initiates and manages special projects, research, and similar activities, as applicable. Serves as project manager for special initiatives and assignments. Serves as event coordinator for special projects, such as portrait hanging ceremonies, dedication ceremonies, or other events sponsored by the Court. Designs documents and brochures.
- Serves as liaison with Judges' Chambers, divisions of the Clerk's Office, other court units, public and the Administrative Office (AO). Manage and oversee preparation of reports provided to judges and court unit executives on periodic statistical analyses and inform them of new procedures affecting the Court.
- Writes, edits and revises policies procedures, guides, manuals, press releases and other documents in support of administrative and operational areas of the Court, and for use by court staff, the bar, and the public. Maintains list of media representatives.
- Establishes and maintains subject-matter files. Maintains office reference materials, such as administrative manuals, bulletins, memos, etc., and files supplemental issuances of same. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the Court to appropriate individuals.
- Receives, screens, and refers telephone calls and personal visitors. Answers general inquiries and provides assistance to the public. Other duties as assigned.



### MIED MISSION

The mission of the Clerk's Office of the United States District Court for the Eastern District of Michigan is to assist the Court in the timely disposition of all case matters by providing support services: to schedule cases before the Court, to maintain the official record of the Court, to maintain all monetary transactions and financial records of the Court and to maintain all jury related operations of the Court in a manner that renders efficient, effective and courteous service to the general public, jurors, judicial officers, judicial staff members, the Federal Bar, other federal and state courts, litigants and other governmental agencies.

### Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*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.*

## QUALIFICATIONS

Qualifications must be met at the time of the application.

### Required:

- To qualify for the CL 27 Level: High School graduation or equivalent and a minimum of two (2) years of specialized experience. Completion of a bachelor's degree\* may be used as an educational substitution.
- To qualify for the CL 28 Level: High school graduation or equivalent and a minimum of two (2) years of specialized experience. Completion of a master's degree\* may be used as an educational substitution.

**Specialized experience** is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of software for word processing, data entry and report generation.

The successful candidate must possess the following knowledge, skills, and abilities: Proficient in the use of Microsoft Word and/or Word Perfect, Excel, and PowerPoint. Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Excellent 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 using executive office procedures and equipment. Familiarization with virtual platforms (Zoom, Teams, etc.). Ability to learn Court rules and policies. Ability to multitask. Ability to maintain confidentiality and interact tactfully with a wide variety of persons is critical. Skill in administrative matters—file maintenance, record keeping, reporting and preparation of presentation material.

### Preferred:

- A minimum of two (2) years of specialized experience supporting a high-level executive position.
- A minimum of five (5) years of experience in an administrative support capacity supporting a high-level executive in a court/legal environment.

\*Degree must be from an accredited college or university in business or public administration, political science, criminal justice, law or closely related field.

## APPLICATION PROCEDURE

Applicants must submit a **single PDF document** to [apply@MIED.uscourts.gov](mailto:apply@MIED.uscourts.gov) with:

- Cover letter (include vacancy number)
- Resume
- Completed application [Form AO-78](#)

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. A writing assessment may be administered. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

## BENEFITS

**Local (when/where available):** Federal Court employees receive local benefits outlined [here](#).

**National:** Federal Court employees receive national benefits outlined [here](#).