



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

Important Dates

Opening Date:

July 14, 2023

Reposted*:

September 5, 2023

Closing Date:

October 5, 2023

Anticipated Start:

December 2023

*Candidates who have already applied need not apply again

Apply to:

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: Case Manager Supervisor

Vacancy #: 2023-18 **REVISED***

Classification: CL 28/29 (depending on qualifications)

Salary Range: CL 28* Starting Salary Range \$73,000 - \$91,270/Earning Potential \$118,674
CL 29 Starting Salary Range \$86,811 - \$108,532/Earning Potential \$141,112
**promotion potential to CL 29 without further competition*

Duty Station: Detroit, MI

Status: Full-time permanent

Open to: All qualified candidates

Number of Positions: One (1)

*Candidates who have already applied need not apply again

This position is in the Clerk's Office and reports to the Chief Deputy of Operations. The employee is responsible for the effective supervision of case managers. The employee is also responsible for reporting statistical data to the Administrative Office of the U.S. Courts. The employee acts as back-up to other supervisors in Operations. 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:

- Supervises, coordinates, instructs, coaches, and develops staff involved in Court operation and case management activities, including establishing consistent processing standards, assigning and reviewing work, and initiating disciplinary actions as necessary.
- Provides effective oversight and guidance to support staff including case managers, general operations, conformity with statutory requirements, requirements of court, and quality control.
- Effectively oversees the daily assignment of the staff work to provide coverage for required duties.
- Establishes work procedures for the team, conducts effective group meetings, provides relevant information, and delegates work fairly and consistently. Routinely checks work products and processes and provides guidance as required. Uses quality data to identify training needs.
- Establishes employee performance standards that support the mission of the Court. Conducts annual performance evaluations for assigned staff. Reviews and evaluates work completed by subordinates and provides feedback.
- Approves and coordinates leave for subordinates and tracks and makes accurate timely entries in the leave tracking system.
- Makes recommendations regarding employee appointments, promotions, and separations.
- Acts as back up to the other supervisors in the Court Operations Unit.
- Develops and implements clear and thorough operational policies and procedures.
- Plans and coordinates work activities where necessary with other Operations Supervisors, court management, departments, or units.
- Participates in job interviews and makes recommendations to management staff.
- Develops and presents training to the staff in both formal and informal settings.
- Reviews the impact of new legislation on existing procedures and communicates recommendations necessary to ensure compliance.
- Thoroughly researches and analyzes data and makes well-supported recommendations.



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.
- Except for Probation Officers, 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.

Duties Continued

- Reviews and analyzes procedures related to operations functions and advises management staff of changes and implements changes with minimal disruption to staff.
- Addresses operational or systems problems and ensures appropriate solutions are determined and implemented.
- Oversees the preparation of a variety of statistical reports for judges, the Clerk, and the Administrative Office.
- Other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

High school graduation or equivalent with at least two years of specialized experience (defined below) that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided the opportunity to gain:

- a) Skill in developing the interpersonal work relationships needed to lead a team of employees,
- b) The ability to exercise independent, mature judgement, and
- c) Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to court operations including case management.

For placement above the minimum, more than one year of specialized experience at or equivalent to the next lower level below the position for which the applicant is being considered qualified is required.

Specialized experience is experience that has equipped the applicant with the knowledge, skills, and abilities/competencies to successfully perform the duties of the position and is related to the work of the position to be filled.

Preferred:

- Currently supervising court staff in a case manager or similar role
- A minimum of five (5) years of experience as a case manager assigned to a federal district judge

APPLICATION PROCEDURE

Applicants must submit a **single PDF document** to 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. 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](#).