



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:

September 6, 2023

Closing Date:

October 6, 2023

Anticipated Start Date:

December 2023

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 Administrator I

Vacancy #: 2023-22

Classification: CL 24*

Starting Salary Range: \$45,583 to \$56,982

CL 24 Salary Range: \$45,583-\$74,087

CL 26 Salary Range: \$55,443 to \$90,103

Duty Station: Detroit, MI

Open to: All qualified candidates

CL 25 Salary Range: \$50,336 to \$81,838

CL 27 Salary Range: \$60,897 to \$99,023

Status: Full-time permanent

Number of Positions: 3

**Promotional Potential up to CL 27*

POSITION OVERVIEW

Our case administrators are the “face” of the Court to much of the public and attorneys who practice in the Court. Individuals join this entry level staff position and train on the job. The employee performs various functions and assists in maintaining and processing case information and assists in managing the progression of cases from opening to final disposition. Work is performed in an office setting. Some lifting may be required. Occasional travel in the District may be required. [Click here](#) to view a brief video about case administrators.

Duties include, but are not limited to the following:

- Answer and route incoming calls and provide case and general procedural information to attorneys, pro-se litigants, the public and others. Assist the public in use of computerized databases. Provide forms or copies via mail or e-mail as required.
- Scan documents, pickup, sort and process mail, records management, which includes filing, archiving and maintaining court files.
- Receive and review incoming documents to determine conformity with appropriate local and/or federal procedural rules. Ensure data quality.
- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons, subpoenas, writs of garnishment/execution. Verify attorney's authority to practice.
- Sort, classify, and file case records. Retrieve files and make copies of records for court personnel, attorneys and public. Certify court documents.
- Create, process and open new cases. Assign case numbers to judges and/or magistrate judges on a random basis. Open cases in case management system. Docket initial opening events.
- Prepare basic correspondence in response to general inquiries from attorneys pro se litigants and prisoners. Inform customers of required fees.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.
- Operate a variety of copying and records equipment. Assist the public in use of computerized databases.
- May record court proceedings using electronic sound recording equipment and create electronic log notes of proceedings. May be required to play back proceedings. May need to ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- Provide backup coverage for team members and other departments, as needed.
- Performs 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.

- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- Ability to do detail-oriented work with limited supervision.
- An attendance record that indicates reliability/commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.).
- Excellent organizational and time management skills.
- Strong analytical reasoning skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues.
- Proficient in the use of Microsoft Word and Excel; in conducting internet searches; in using e-mail applications and in the use of computer file structure and other computer applications.

Required:

High school graduation or equivalent with a minimum of one year of specialized experience as defined below. For placement above the minimum, at least two years of specialized experience is required.

Specialized experience is defined as progressively responsible **administrative support** experience in a **professional office** setting requiring the regular and recurring application of administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated technology for word processing, data entry and report generation. Such experience is commonly, but not always, encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred:

Customer service experience

Experience using Microsoft Office products and Adobe Acrobat

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](#).