



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:

April 17, 2024

Closing Date:

April 30, 2024

Anticipated Start Date:

May 2024

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 - Shared Support to
The Honorable Nancy G. Edmunds and the Honorable Gershwin A. Drain

Vacancy #: 2024-10

Classification: CL 28

CL 28 Salary Range: \$76,696 - \$124,694 Duty Station: Detroit, MI

Number of Positions: One (1) Status: Full-time permanent

Open to: All qualified candidates within the Federal Judiciary

POSITION OVERVIEW

This position is a member of the Clerk's Office and provides specialized case management support to two Senior District Judges with reduced caseloads. The position requires the candidate to divide their work between two chambers and manage all aspects of two separate caseloads. This includes attending and logging court proceedings, drafting orders, processing orders, recording proceedings, managing several phone lines, two chambers email inboxes, complete calendar responsibilities for both chambers, corresponding with counsel and parties who appear on the judges' dockets, and working closely with up to six chambers staff members. Because the position provides support to two judges, this job requires a high level of knowledge and presents a higher level of complexity regarding court or courtroom operations.

The employee reports directly to a Case Management Supervisor. The duties of the work are performed in an office setting or a courtroom. Some lifting may be required to handle and set up equipment in the courtroom. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours may be required. In the event that the employee no longer supports two judges, they will be placed at the next lower grade. Every effort will be made to match the current salary.

Duties include, but are not limited to the following:

- Manage the judges' cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Calendar and regulate case movement. Review cases or reports for necessary actions.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Keep the judges and immediate staff informed of case progress. Assist the judges and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judges to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.



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:

- Inform Jury Administrator of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions. May operate high tech equipment.
- Perform other duties as assigned within the scope of the position.

QUALIFICATIONS

Qualifications must be met at the time of the application. The successful candidate must possess the following:

- Consistent, high quality past job experience/performance
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills
- Ability to organize, plan, solve problems and work independently
- Ability to work under pressure; administer diverse procedures and appropriately apply the civil and criminal rules
- Ability to work cooperatively with others, including judicial officers, the public and colleagues

Required:

At least three years of specialized experience at the CL 27 Level.

Specialized experience: Experience in a similar position (e.g., as a Case Manager or Courtroom Deputy) providing case management support to a Federal District Judge or a Federal Magistrate Judge. Experience as a paralegal, law clerk, or judicial assistant does not constitute specialized experience for this posting.

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](#).