

Employment Opportunity Temporary Pro Se Case Administrator

Classification Level: 28

Starting Salary Range: \$63,054 — \$78,829

Classification Level Salary Range: \$63,054 — \$102,492

**Announcement
Number: 17-12**

Posted: June 12, 2017

*** Reposted: June 15, 2017**

Closes: July 12, 2017

**Location: Detroit,
Michigan**



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: 17-12 Pro Se Case
Administrator

A ONE YEAR AND ONE DAY TEMPORARY EMPLOYMENT OPPORTUNITY, WITH THE POSSIBILITY OF EXTENSIONS, OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the Clerk's Office of the United States District for the Eastern District of Michigan and reports directly to Case Manager Supervisor. The employee is responsible for assisting pro se filers and managing programs to inform them of required filing procedures as they self-direct their case through the litigation process (unless appointed pro bono counsel). The work is performed in an office setting. Occasional travel within the district may be required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Works with pro se filers and performs initial procedural review of documents to ensure compliance with both statutory and local rule requirements.
- Provides procedural information to pro se litigants during litigation process.
- Identifies procedural deficiencies and explains procedural requirements.
- Assists in the development of notices and instructional materials designed to assist pro se filers in properly navigating the litigation process, including the use of model forms.
- Evaluates procedures to identify improvements in handling and processing pro se cases.
- Responds to procedural inquiries from pro se filers in person, by telephone, U.S. mail or email.
- Assists the Court in designing and presenting educational programs to assist pro se filers with procedural aspects of the litigation process.
- Develops and maintains a database of information on pro se filers to identify irregular actions and possible trends for Court docket management purposes.
- In conjunction with the Operations staff, develops pro se procedural information brochures for the Court's website and distribution to pro se filers.
- Assists the Court in coordinating and addressing pro se issues, which may include interfacing with legal aid societies, law schools and bar associations.
- Along with the Pro Bono Committee, manages the Court's pro bono program, including assigning cases.
- Processes participant forms received for the Court's pro bono program.
- Maintains a database of information on pro bono referrals, assignments and other statistical information.
- May act as a liaison between the Court, Pro Bono Committee and attorneys, as well as coordinate programs with law schools, bar associations and legal aid clinics.
- Other duties as assigned.

BENEFIT HIGHLIGHTS

Group Health, Dental, Vision and Life Insurance, Defined Benefit Pension Plan, Defined Contribution Plan (TSP) with Employer Match, On-Site Fitness Center, Generous Paid Time Off program, 10 Paid Holidays, Long-Term Care Insurance, Health and Dependent Flexible Spending Accounts and Commuter Benefit Program.

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QUALIFICATIONS

Qualifications must be met at the time of application.

The successful candidate must possess the following: excellent written and oral communication skills, organizational, analytical and interpersonal skills, strong motivation, initiative, attention to detail, and a friendly and customer focused attitude. This individual must also have or demonstrate the ability to gain thorough knowledge of Federal Rules of Criminal and Civil Procedure, familiarity with local rules of practice for the District Court of the Eastern District of Michigan, skill in assisting individuals that may be unfamiliar with the legal process, and the ability to provide procedural assistance without providing legal advice, as well as the ability to draft and format legal documents. Ability to analyze complex legal questions and problems, to assist pro se filers and support the pro bono program. Must be capable of solving problems and working independently with little supervision.

Required:

A law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree) **and** at least 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 progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Preferred:

- At least two years of experience in the practice of law, or as a judicial law clerk, or in the field of legal education, or as a program administrator.
- Experience managing pro bono programs.
- Experience working with legal aid clinics/programs, bar associations, and/or law schools.
- Experience developing and presenting instructional materials.
- Experience developing and maintaining statistical databases to identify trends.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume (**include entire professional work history**) and completed application (download from the Court website) to the address at the left of page one by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. 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.

A general skills assessment may be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

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.