



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

ELECTRONIC COURT RECORDER OPERATOR/GENERALIST CLERK

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
18-13

Posting Date:
10/11/2018

Closing Date:
11/12/2018

Duty Station:
Detroit, MI

Classification Level:
CL 25

Starting Salary Range:
\$ 44,280- \$55,369

CL 25 Salary Range:
\$44,280-\$72,004

Number of Positions Available:
2

Position Open to:
All qualified candidates

The Mission of the Clerk's Office:

This position is located in the Clerk's Office in Detroit, Michigan, reporting directly to the Court Operations Supervisor. The mission of the Clerk's Office is to assist the Court in the timely disposition of all case matters by providing support services in a manner that renders efficient, effective and courteous service to the general public, jurors, judges, judicial staff members, the federal bar, other federal and state courts, litigants and other governmental agencies.

How a ECRO/Generalist Clerk Supports the Mission:

The employee performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The employee also has the responsibility for the accurate and appropriate verbatim recording of court proceedings in the courtroom through the use and operation of electronic sound recording equipment and providing basic courtroom assistance to case managers, as required.

Work is performed in an office and/or courtroom setting and may occur outside the normal business hours. Some lifting may be required. Occasional travel within the District is required.

Administrative Activity

- Process notices of appeals, and appeal-related documents. Process opinions and close appeals. Make summary entries on all documents and proceedings. Receive and docket terminating documents. Perform data quality control in the Courts Electronic Case Filing system. Receives and reviews incoming documents to determine conformity with appropriate local and/or federal procedural rules. Prepare deficiency notices. Review filed documents to determine conformity and take appropriate action and follow-up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information.
- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice. Determine fees required.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys and others. Certify court documents. Create and process new case files. Assures assignment of case numbers and randomly assigns cases to judges. Open cases in case management system. Docket initial opening events.
- Prepare, ship and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup and sort mail. Process mail. Process e-mail received from electronic filers. Receive and stamp incoming documents. Maintain physical court files. Operate a variety of copying and records equipment. Answer and route incoming calls. Assist the public in use of computerized databases. Answers questions and provides case and procedural information to the public, bar and the Court.



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

ELECTRONIC COURT RECORDER OPERATOR/GENERALIST CLERK

Administrative Activity Continued

- Review transcripts to ensure they meet the Court's format standards and docket. Prepare CD's for transcription. Monitor to ensure that transcripts are made publicly available pursuant to Judicial Conference Policies. Catalog CD/tapes and log and maintain their proper storage. Inventory and control electronic sound recording equipment and submit requests for needed supplies.

Courtroom Activity

- Record verbatim court proceedings in Duty Court using electronic sound recording equipment. Play back proceedings as required. Ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs. Setup and arrange equipment in courtroom. Create electronic log notes of proceedings.
- Assist the case manager with courtroom duties, such as administering oaths, handling exhibits, and calling the calendar.
- Perform other duties as assigned.

Qualifications:

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

- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- 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 two years specialized experience, including at least one year of specialized experience equivalent to work at the CL 24 level. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL 24 level 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. Note: Experience as judge, attorney or law clerk does not meet the requirements of specialized experience for this position.

Preferred:

- Current or most recent position meets the definition of specialized experience.
- Experience in a position performing similar duties in a court setting within the last seven years of employment.
- A minimum of an associates degree in a related field, a paralegal degree/certificate and/or a judicial administration certification.
- Knowledge of Microsoft Office Suite and e-mail applications.



CAREER OPPORTUNITY
U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN
ELECTRONIC COURT RECORDER OPERATOR/GENERALIST CLERK

Procedures for Applying:

Please click on the link below to be directed to the Court’s Employment Page for further application instructions and to apply online. Please read and follow the detailed application instructions carefully. The application process is expected to take approximately 45 minutes to complete and consists of completing an online employment application form (including entire professional history), uploading a resume and a cover letter, and taking a 20 minute basic skills assessment. To be assured consideration, please complete the application process by midnight on the closing date in the vacancy announcement.

Application Link:

<http://www.mied.uscourts.gov/index.cfm?pageFunction=employment#tabs1-MIED>

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. Applicants who pass the basic skills assessment and meet the minimum qualifications will be considered for the next step of the selection process. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Local Benefits*:

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters , museums and the Detroit River Walk

**when/where available*

National Benefits:

Generous Paid Time Off Program	Ten Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

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.