



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

CASE ADMINISTRATOR SPECIALIST

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
19-10

Posting Date:
October 18, 2019

Closing Date:
November 16, 2019

Duty Station:
Flint, MI

Classification Level:
CL 25

Starting Salary Range:
\$45,103-\$56,394

**Salary Earnings
Potential:**
\$73,330

**Number of Positions
Available:**
1

Position Open to:
All qualified candidates

The Mission of the Court Operations Department:

This position is located in the Clerk's Office in Flint, 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 Case Administrator Specialist Supports the Mission:

Case Administrator Specialists perform various functions and are responsible for aiding and providing information to the public, the bar and the Court. They receive and review incoming court documents for conformity with federal and local rules; perform customer service and cashier duties for collecting court fees. They provide procedural information and perform a variety of jury related tasks. The employee is responsible for the accurate and appropriate verbatim recording of courtroom proceedings through the use and operation of electronic sound recording equipment and provides basic courtroom assistance to case managers as required. Case Administrator Specialists may also be 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. Employees at this level may also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately. Work is performed in an office setting or a courtroom. Some lifting may be required to manage and set up equipment in the courtroom and/or set up the jury room. Regular travel within the District is required. Tasks may require occasional work outside the normal business hours.

Case Administration

- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events.
- Draft simple 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.
- 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. Maintain physical court files. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality.
- As a backup to Case Managers, employees may on occasion: Calendar and regulate case movement, attend court sessions and conferences, set up the courtroom, and assure presence of all necessary participants, record court proceedings, take notes of proceedings, rulings, notices and make summary entries on the docket of all documents and proceedings.
- As a backup to Case Managers, employee may on occasion: notify the Jury Supervisor of upcoming trials, needs for jurors, etc., assist the judge and parties in jury selection and maintain records of jury selection and attendance. Employee may also be required to schedule court reporters and interpreters.



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Jury

- Operate the Court's Jury Management System (JMS), check in jurors, conduct juror orientation, assist jurors with logistical needs. Prepare and direct juries to the appropriate courtroom.
- Review and verify grand jury returns; provide operation and logistical support for grand jury, as required.
- Set up jury room for selection and/or grand jury sessions.
- Serve as liaison for the Jury Supervisor with other agencies, outside vendors and local building management, as requested.

Administrative Activity

- Prepare, ship and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup, and sort mail. Receive and stamp incoming documents. Maintain the mail meter and meter log. Process e-mail received from electronic filers.
- Perform cashier duties such as receive payments and issue receipts.
- Check for prior or prohibited filings. Verify and issue summonses. Verify attorney's authority to practice. Perform attorney admission duties.
- Process notices of appeals, and appeal-related documents. Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information.
- Operate a variety of copying and records equipment. Assist and provide information to public, bar, and the court.
- Arrange for transcriptions and answer questions from parties and the public regarding transcripts. Refer defendants to probation office as appropriate.
- 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. An attendance record that indicates reliability/commitment.
- Ability to do detail-oriented work with limited supervision.
- 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, conducting internet searches, using e-mail applications, and 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.



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Qualifications (Continued):

Preferred:

- Current or most recent position meets the definition of specialized experience.
- Experience in a position performing similar duties in a court setting.
- 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.

Procedures for Applying:

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume and completed application (download from the Court website **and include entire professional work history, adding additional pages if necessary**) to “apply@mied.uscourts.gov” by the closing date. E-mail submission is preferred. E-mailed documents must be in 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.

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	On-site Fitness Center
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

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.