



**KINIKIA D. ESSIX**  
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[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

## **Important Dates**

**Opening Date:**  
June 13, 2025

**Closing Date:**  
July 13, 2025

**Anticipated Start Date:**  
September 2025

**Apply to:**  
[Application Link](#)

*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: Space and Facilities Coordinator

Vacancy #: 2025-12

Classification: CL 26/27 (depending on qualifications) \*

Starting Salary Range: CL 26 \$59,386-\$74,230 / Earning Potential \$96,495  
CL 27 \$65,225-\$81,556 / Earning Potential \$106,053

Duty Station: Detroit, MI

Status: Full Time

Open to: All qualified candidates

Number of Positions: 1

*\*Promotion Potential to CL 27*

## **POSITION OVERVIEW**

This position is in the Procurement and Facilities Department of the Clerk's Office and reports to the Procurement and Facilities Manager. The employee has responsibility for the management and oversight of space and facilities projects initiated by the Court or the General Services Administration (GSA). The employee advises unit executives and judges regarding design, construction, building operations, occupancy of construction projects, and ongoing facility maintenance. Responsibilities include understanding and adhering to guidelines, policies, procedures, and internal controls related to space and facility projects and building maintenance.

Work is performed in an office setting or construction site and may occur at off-site locations or temporary duty stations. Some travel is required. Some lifting of boxes and moving of furniture is required. May occasionally require that work be performed outside the normal Court business hours of Monday through Friday, 8:30 am – 5:00 pm.

**Duties include, but are not limited to the following (*a full list is available upon request*):**

- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Research and evaluate policies and design standards of the GSA to determine the best course of action. Manage, review, and accept work performed by court and GSA consultants hired to address building operations and construction project requirements.
- Participate in the budget process to ensure adequate funds are available to meet the needs of the court on individual projects. Negotiate project costs and analyze proposed projects to ensure budget constraints and policy guidelines are followed. Make recommendations for improvements/changes in procedures or other actions to the court unit executive or appropriate judicial officer. Use procurement authority to plan, specify, and acquire goods and/or services.
- Monitor courthouse heating, ventilation, air conditioning (HVAC) operations, ensuring proper temperature and humidity levels are maintained in accordance with the U.S. Courts Design Guide, GSA, ASHRE, and any other applicable guidelines.
- Remain knowledgeable of latest federal government guidelines on procurement practices and facility maintenance.
- Address items that affect the operations of court facilities, including life-safety items, regular maintenance, air movement, and testing of building systems.
- Schedule and coordinate moves of departments, divisions, and judges' staff related to facility changes. Coordinate all systems requirements, including telephone, computer, audio, security, wiring, funding, etc., for assigned projects.
- Coordinate layout of courtrooms and chambers with individual judicial officers. Coordinate with all parties on design and space layout plans of court agencies for major and minor level projects. Coordinate project security issues with the U.S. Marshals Service.



## 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.*

### **Duties Continued:**

- Serve as court liaison with the Administrative Office Space and Facilities Division, the circuit executive's office, various court agencies, GSA, Public Health Service, or any other contractors.
- Maintain project files related to specific building projects and general files related to facilities management, space planning, furniture acquisition, building maintenance, etc.
- Perform other related duties as required.

## QUALIFICATIONS

Qualifications must be met at the time of the application.

The successful candidate will also possess:

- Excellent project management skills, in organization, analysis, documentation, reporting out, and strategic thinking
- Excellent working knowledge of and experience with design and construction fields, skills in reviewing and analyzing construction documents and cost estimates, negotiating fees and costs and resolving issues from preliminary design through construction
- Strong ability to be flexible and adapt to unanticipated needs and problems and have the ability to work independently along with participating 100% in team and cross-team environments
- Extraordinary attention to detail
- Excellent organizational and time management skills
- Spatial reasoning and problem-solving skills
- Strong customer service skills and ability to deal with a wide variety of people tactfully and courteously

### Required:

High school graduation or equivalent with a minimum of one year of specialized experience as defined below for placement at CL 26; or a minimum of two years of specialized experience for placement at CL 27.

**Specialized Experience:** Progressively responsible experience in the oversight of space and facilities programs to include, but not limited to, design, construction, building operations, occupancy of construction projects, and ongoing facility maintenance.

### Preferred:

- Five or more years of specialized experience
- Experience with GSA project oversight
- Experience with Federal Judiciary project oversight
- Experience with the U.S. Courts Design Guide

## APPLICATION PROCEDURE

Applicants must submit their application and required documents using the link below.

[Application Link](#)

**Required Documents:** Cover letter (include vacancy number) and resume

Application materials that do not adhere to this procedure may not be considered. 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](#).