



KINIKIA D. ESSIX

Clerk of Court/Court Administrator

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:

August 1, 2025

Closing Date:

August 31, 2025

Anticipated Start Date:

October 20, 2025

Apply:

[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: Court Administration Specialist

Vacancy #: 2025-18

Classification: CL 27

Starting Salary Range: \$65,225 - \$81,556 / Earning Potential \$106,053

Duty Station: Detroit, MI

Status: Full-time permanent

Open to: All qualified candidates

Number of positions: 1

POSITION OVERVIEW

This position reports directly to the Clerk of Court/Court Administrator. The incumbent supports the Office of the Court Administrator, Chief Deputies of Administration and Operations, as well as other administrative service departments. Performs a variety of administrative, technical, and professional work related to multiple administrative functions, ensuring compliance with the appropriate guidelines, policies and approved internal controls. The incumbent serves as a central resource for meeting coordination, outreach functions and requests for information and assists in the planning and coordination of court sponsored events and ceremonies. This position also serves as a back up to other executive office support staff.

Work is performed in an office setting. Work may occur at off-site meeting locations or temporary duty stations. Occasional travel may be required for meetings and conferences. 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*):

- Provides administrative support to Clerk of Court, Chief Deputy Clerks, senior managers and serves as a back-up to other administrative staff. Perform office reception duties, including receiving and screening calls, answering routine questions, directing calls and visitors, and distributing mail to the appropriate person or department.
- Communicate and respond to judges, chambers staff and management requests regarding court operations, policies and procedures. Communicate clearly and effectively, both orally and in writing, to explain operational matters and concepts. Interact effectively with the public and staff, providing quality customer service and resolving issues efficiently. Daily interaction with District Judges, Magistrate Judges, court staff, and the public.
- Prepare executive correspondence and other materials from dictation, rough copy or own notes for review and signature by unit executives and/or Chief Judge. Proofread and edit materials for accuracy, proper grammar, and spelling. Disseminate communications to appropriate executives, managers and staff, and follow up on action items to ensure a comprehensive and coordinated response, where required.
- Maintain calendar of the Chief Deputies. Make travel and lodging arrangements. Prepare travel vouchers in accordance with existing policies and procedures.
- Assist with the coordination and scheduling of United States Citizenship and Immigration Services (USCIS) on-site and off-site Naturalization Ceremonies. Provide support for naturalization ceremonies, both planning and day-of execution.
- Assist with the administration of Magistrate Judges' performance evaluation process.
- Maintain records, files and other office reference materials, such as administrative manuals, bulletins, etc., including electronic and hard copy.



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.

- Conference and Event Planning/Ceremonial & Special Court Sessions, Internal Audits, Public Information & Communications and Civics Outreach Program duties (*see full list*)
- Develop data tracking systems and a variety of other inventory related items.
- Coordinate approvals and payments for non-appropriated and fund accounts.
- Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the *Code of Conduct for Judicial Employees*.
- Provide backup assistance and support to various administrative departments as directed.
- Perform other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

High School graduation or equivalent and a minimum of two (2) years of specialized experience. Completion of a bachelor's degree* may be used as an educational substitution.

Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of software for word processing, data entry and report generation.

The successful candidate must possess the following knowledge, skills, and abilities: Proficient in the use of Microsoft Word, Excel, and PowerPoint. Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Excellent written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, style, abbreviations, and correct legal citation formats. Ability to learn Court rules and policies. Thorough knowledge of using executive office procedures and equipment. Familiarization with virtual platforms (Zoom, Teams, etc.). Ability to multitask. Ability to maintain confidentiality and interact tactfully with a wide variety of persons is critical. Skill in administrative matters: file maintenance, record keeping, reporting and preparation of presentation material.

Preferred:

A minimum of two (2) years of specialized experience in a court/legal environment.

**Degree must be from an accredited college or university in business or public administration, political science, criminal justice, law or closely related field.*

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](#).