



KINIKIA D. ESSIX
District Court Executive

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Ann Arbor, MI 48104

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1000 Washington Ave.
Bay City, MI 48708

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600 Church St.
Flint, MI 48502

Port Huron
526 Water St.
Port Huron, MI 48060

www.mied.uscourts.gov

Important Dates

Opening Date:
January 20, 2026

Closing Date:
February 19, 2026

Anticipated Start Date:
March 2026

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: Operations Coordinator

Vacancy #: 2026-02

Classification: CL 26

Salary Range: Starting Salary Range \$59,974 - \$74,972/Earning Potential \$97,470

Duty Station: Detroit Status: Full-time permanent

Open to: All qualified candidates Number of Positions: 1

POSITION OVERVIEW

This position is in the Clerk's Office and reports to an Operations Supervisor. The Operations Coordinator oversees the assignment and reassignment of court reporters and contract court reporters ensuring a fair and equitable distribution of workload with respect to hours and days in court for official court reporters. The employee monitors the production of transcripts to ensure compliance with production time and cost requirement policies. The employee assists Operations Supervisors with the planning and coordinating work activities of operations staff.

Work is performed in an office setting. Some lifting of equipment, records, and boxes is required. Occasional travel within the District may be required. Occasional work during non-business work hours may be required.

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

- Administer, monitor, and implement the district's Court Reporter Management Plan and recommend changes to the plan and the Court Reporter's Manual.
- Calendar court reporting services daily and make adjustments in scheduling and assignments as circumstances require. Assign and distribute reporting tasks and balance the in-court/chambers workload of reporters.
- Ensure official court reporters and contract reporters adhere to Judicial Conference requirements. Monitor timely preparation of transcripts.
- Arrange for contract court reporter services when approved in advance by the circuit council and Administrative Office.
- Approve the use of substitute reporters by official court reporters.
- Assist in projecting budget needs for contract reporting services, electronic sound recording equipment, furniture, equipment, new official reporter positions, and temporary reporters.
- Schedule electronic sound recording services for senior district judges and magistrate judges, as required. Ensure equipment is in operating condition. Oversee the transcription of electronic sound recording tapes into transcripts.
- Act as liaison between parties and court reporters in connection with transcript orders. Process invoices and vouchers for payment of contract court reporters.
- Upon request by the Operations Supervisor, assists with the planning and coordination of work activities in the Operations unit.
- Under the direction of the appropriate committee and/or judge, coordinates the Court's Pro Se Prisoner Mediation program and maintains a database of information.
- Maintain electronic sound recording tapes and shorthand notes for the court.
- Prepare statistical summaries, reports, and data for in-district use and for judges, the clerk of court, and the Administrative Office. Create and maintain records regarding which reporters covered any given hearing. Monitor and approve leave for official reporters.
- Performs other duties as assigned.



QUALIFICATIONS

Qualifications must be met at the time of the application.

- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- 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.

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.

Required:

High school graduation or equivalent with a minimum of 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 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. Such experience is commonly, but not always, encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred:

- Customer service experience
- Experience using Microsoft Office products and Adobe Acrobat

APPLICATION PROCEDURE

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

[Application Link](#)

Required Documents:

- Cover letter (include vacancy number)
- 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](#).