



**KINIKIA D. ESSIX**  
District Court Executive

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**Port Huron**  
526 Water St.  
Port Huron, MI 48060

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

## **Important Dates**

**Opening Date:**  
January 20, 2026

**Closing Date:**  
February 19, 2026

**Anticipated Start:**  
April 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 Supervisor

Vacancy #: 2026-03

Classification: CL 28/29 (depending on qualifications)

Salary Range: CL 28\* Starting Salary Range \$78,958 - \$98,729/Earning Potential \$128,385

CL 29 Starting Salary Range \$93,913 - \$117,402/Earning Potential \$152,637

*\*Promotion potential to CL 29 without further competition*

Duty Station: Detroit, MI Status: Full-time permanent

Open to: All qualified candidates Number of Positions: One (1)

This position is in the Clerk's Office and reports to the Chief Deputy of Operations. The employee is responsible for the supervision of staff involved in the Operations section of the Clerk's Office, including Jury staff. The employee is also responsible for reporting statistical data to the Administrative Office of the U.S. Courts. Acts as back-up to other supervisors in Operations. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours may be required.

### **Duties include, but are not limited to the following:**

- Supervises, coordinates, instructs, coaches, and develops staff involved in Court operation activities, including establishing consistent processing standards, assigning and reviewing work, and initiating disciplinary actions as necessary.
- Provides effective oversight and guidance to support staff including Magistrate Judge case managers, general operations, conformity with statutory requirements, requirements of court, and quality control.
- Effectively oversees the daily assignment of the staff work to provide coverage for required duties.
- Establishes work procedures for the team, conducts effective group meetings, provides relevant information, and delegates work fairly and consistently. Routinely checks work products and processes and provides guidance as required. Uses quality data to identify training needs.
- Establishes employee performance standards that support the mission of the Court. Conducts annual performance evaluations for assigned staff. Reviews and evaluates work completed by subordinates and provides feedback.
- Approves and coordinates leave for subordinates and tracks and makes accurate timely entries in the leave tracking system.
- Makes recommendations regarding employee appointments, promotions, and separations.
- Develops and implements clear and thorough operational policies and procedures.
- Plans and coordinates work activities where necessary with other Operations Supervisors, court management, departments or units.
- Participates in job interviews and makes recommendations to management staff.
- Develops and presents training to the staff in both formal and informal settings.
- Reviews the impact of new legislation on existing procedures and communicates recommendations necessary to ensure compliance.
- Thoroughly researches and analyzes data and makes well-supported recommendations.
- Reviews and analyzes procedures related to operations functions and advises management staff of changes and implements changes with minimal disruption to staff.



## 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.
- Except for Probation Officers, 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:**

- Addresses operational or systems problems and ensures appropriate solutions are determined and implemented.
- Oversees the preparation of a variety of statistical reports for judges, the District Court Executive, and the Administrative Office.
- Acts as back up to the other supervisors in the Court Operations Unit.
- Performs other duties as assigned.

## **QUALIFICATIONS**

Qualifications must be met at the time of the application.

### **Required:**

High school graduation or equivalent with at least two years of specialized experience (defined below) that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided the opportunity to gain:

- a) Skill in developing the interpersonal work relationships needed to lead a team of employees,
- b) The ability to exercise independent, mature judgement, and
- c) Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to court operations including case management.

For placement above the minimum, more than one year of specialized experience at or equivalent to the next lower level below the position for which the applicant is being considered qualified is required.

**Specialized experience** is experience that has equipped the applicant with the knowledge, skills, and abilities/competencies to successfully perform the duties of the position and is related to the work of the position to be filled.

### **Preferred:**

- Current/prior professional experience leading a team
- Current/prior experience supervising front-line court operations staff
- Current/prior front-line federal court operations experience
- Proficient in Microsoft Office Suite

## **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](#).