



Employment Opportunity (20DA2)

Administrative Supervisor CL 29 / GS 13

Detroit, Michigan

OVERVIEW The focus of the administrative supervisor will be planning, directing, and supervising the work of professional staff in the areas of financial and procurement administration services. The incumbent will provide technical and administrative oversight on a broad array of policies, procedures, and projects. Representative duties include planning short and long-term work strategies; overseeing work completion; conducting performance appraisals; assisting with staff development; and, maintaining time/attendance records. The position reports to the Chief Deputy Clerk and will be part of the senior management team.

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has about 60 employees who support six federal bankruptcy judges. Court offices are in Detroit, Flint and Bay City. The position is in Detroit with periodic travel to the Flint and Bay City locations.

EXPERIENCE REQUIRED To meet the minimum requirements, applicants MUST have at least three years of specialized and progressively responsible financial and/or procurement management work experience. One year of the three years required must be equivalent to the level of work classified as federal grade GS/JS 12 or CL28.

A bachelor's degree with academic excellence in a related field or graduate level work in a related field may be substituted for some specialized experience.

This position requires strong leadership skills, strategic thinking, an exceptional customer service attitude, professional demeanor, and excellent communication skills along with a work history that demonstrates effective problem-solving skills, experience applying policies and procedures, and keen attention to detail. Must be proficient in Microsoft Office 365 applications.

Previous experience in a federal court environment is preferred, but not required.

CONDITIONS OF EMPLOYMENT The position is classified as "high sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on these investigation results. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants on the court's website.

TO APPLY Please download an Application for Judicial Branch Employment from the court's website at www.mieb.uscourts.gov (Home Page > Court Info > Employment Opportunities). Qualified applicants should submit the completed application AND a cover letter with résumé via e-mail to HR@mieb.uscourts.gov on or before **August 14, 2020**. Send documents as one PDF attachment (no ZIP files) and include the announcement number 20DA2 in the subject line. Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.



An Equal Opportunity / EDR Employer

All appointments subject to mandatory electronic funds transfer