■ C A R E E R O P P O R T U N I T Y ■

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

Clerk's Office Mission Statement
"The District Court Clerk's Office serves the public and supports the judiciary by delivering excellent customer service with proficiency, integrity and accountability."

Announcement:	**#21-06**
Position:	**GENERALIST**
Position Type:	**Full-Time Temporary**
Duty Station:	**Grand Rapids, Michigan**
Closing Date:	**Position open until filled---Priority consideration given to those who apply by October 18, 2021**
Salary Range:	**CL 23 ($34,945 - $56,790)*** **Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience.*

A great opportunity is available with the Clerk's Office of the U. S. District Court for the Western District of Michigan. Applications are being accepted for a temporary (*not to exceed 2 years, with the possibility of an extension*) Generalist position.

POSITION OVERVIEW

The Generalist performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents; assists with records and reproduction and/or case initiation; receives and reviews incoming court documents for conformity; performs customer service for the purpose of providing procedural information and collecting court fees, and performs other duties as assigned.

QUALIFICATIONS

The successful candidate must be a high school graduate (or equivalent) and must have two years of general experience. **General experience** includes progressively responsible clerical, office of other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **Education** above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Applicant must possess experience working in an electronic environment with various technologies to accomplish work; must be reliable and detail-oriented; have good clerical, organizational and communication skills; have ability to follow instructions and procedures and works well with others.

BENEFITS

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, 11 paid holidays per year, and a leave accrual program. (**NOTE**: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014 *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.) Additional information about federal judiciary employee benefits and compensation can be found at http://www.uscourts.gov/Careers.aspx.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments. Judiciary employees are considered "at will" and are not covered by federal civil service classifications or regulations. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Reimbursement of travel and/or relocation expenses is not authorized. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Appointment is provisional and contingent upon successful completion of an FBI background investigation. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees.

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter that includes a statement that describes how previous experience has prepared you for this position;
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at http://www.uscourts.gov/formsandfees/forms/AO078.pdf;
- a detailed resume, and
- contact information for three professional references.

Incomplete applications will not be considered. All required documents must be submitted **as a single pdf document** by email to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration given to those who apply by October 18, 2021. **No phone calls please.**

THE U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN
IS AN EQUAL OPPORTUNITY EMPLOYER