



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

KINIKIA D. ESSIX
Court Administrator/Clerk of Court

Position: Facilities Technician

Vacancy #: 2024-04

Classification: CL 24

Starting Salary: \$47,873

Earning Potential: \$59,869

Duty Station: Detroit, MI

Status: Full-time/Temporary*

Open to: All qualified candidates

Number of Positions: One (1)

* This is a one-year and one day appointment with possible extension.

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:

February 13, 2024

Closing Date:

March 13, 2024

Anticipated Start Date:

May 2024

Apply to:

apply@MIED.uscourts.gov

The U.S. District Court for the Eastern District of Michigan is an Equal Opportunity Employer.

POSITION OVERVIEW

This position is located in the Procurement and Facilities Department of the Clerk's Office. The employee performs a combination of manual, mechanical and clerical duties with primary responsibility for receiving and distribution of supplies, furniture, equipment, and all other procured materials. The employee reports directly to the Procurement and Facilities Manager.

Most of the work is performed at the loading dock areas resulting in exposure to the elements. Work is also performed in an office setting or in various storage locations. Work is physical in nature and involves heavy lifting and moving boxes, crates, etc. daily. Occasional travel within the district is required. Occasional work outside normal business hours may be required.

Duties include, but are not limited to the following:

- Receives, unpacks, and examines incoming shipments, checks the condition of the goods that are sent to the Court. Rejects damaged items, records shortages, and corresponds with contracting officer to rectify damages and shortages. Compares the original order form, bill, or invoice with the merchandise to see that the order has been filled correctly. Responsible to trace lost or delayed shipments and make arrangements with contracting officer for prompt shipment.
- Maintains electronic tracking sheet as items are received. Compares reports/packing slips to purchase orders in the JIFMS system for completeness; appropriately annotates and communicates status to assigned procurement clerk or manager.
- Maintains automated inventory of disposable supply stock, furniture, and equipment on a perpetual basis.
- Responsible for making the arrangements to move the items received to the stockroom, warehouse, or appropriate department.
- Prepares and packages supplies, equipment, and furniture for shipment. Routes supplies, equipment and/or furniture to requesting office with direction provided by procurement staff, team lead, or manager.
- Initiates requisitions for replenishing stock according to policies and procedures.
- Assists with tagging furniture and other office materials for the purpose of tracking inventory, and reports maintenance and repair problems to GSA.
- Secures items received in proper storage areas. Maintains central supply rooms to store supplies, equipment, and furniture for the Court; maintains order of supplies as well as equipment and furniture storeroom areas. Operate forklift.



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

- Delivers supplies, equipment and/or furniture to requesting office with direction provided by Procurement and Facilities Manager, team lead or Procurement Staff.
- Maintains jury refreshment stock and delivers as needed to jury rooms. Ensures rotation of refreshment stock and removes, returns, or disposes of all expired perishable stock items.
- Disposes of old documents and all old furniture and equipment as instructed. Operates paper shredding equipment as required.
- Provides minor on-site repair or adjustment to furniture, furnishings and equipment as instructed. Performs other duties such as hanging pictures or bulletin boards as instructed. Lifts, moves, disassembles, and reassembles office furniture, furnishings and equipment as instructed.
- Conducts periodic inspections of hallways, courtrooms, jury rooms, witness rooms, etc. and documents items needing repair or cleaning.
- Operates automated metered mail system as backup when needed. Assists with collection of incoming mail from the dock and other specified Court locations; assists with providing daily delivery service to appropriate Court chambers or office.
- Performs other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

High school graduation or equivalent with a minimum of one year of specialized experience. At least two years of specialized experience is required for placement above minimum salary.

Specialized experience:

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures, and practices of facilities administration; and involved the routine use of automated systems or other computer-based systems such as word processing, spreadsheets or other database applications.

Preferred:

Performing shipping and receiving tasks, experience assembling furniture, and experience driving a forklift.

APPLICATION PROCEDURE

Applicants must submit a **single PDF document** to apply@MIED.uscourts.gov with:

- Cover letter (include vacancy number)
- Resume
- Completed application [Form AO-78](#)

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. 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](#).