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**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."

The Federal Judiciary is an Equal Opportunity Employer.



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #24-05
Title: OPERATIONS MANAGER
Location: Grand Rapids, Michigan
Position Type: Full-time, Permanent
Closing Date: Open until filled—*Priority consideration given to those who apply by October 11, 2024*
Salary Range: CL 29 (\$82,718 – 134,446)*

**Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience.*

OVERVIEW

An excellent career opportunity in public service is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Operations Manager in Grand Rapids, Michigan. The Operations Manager performs professional and managerial work related to supervision and oversight, operations management, case management, program management and operations support. Eligible for hybrid telework after period of establishment and/or training completed.

The Western District of Michigan was created in 1863 and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

POSITION OVERVIEW

The Operations Manager oversees four offices (Grand Rapids, Lansing, Kalamazoo and Marquette), which includes all aspects of case administration and court programs, such as attorney admissions, naturalization, CVB, ADR and records management. The Operations Manager ensures compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent also coordinates work of operations with that of other stakeholders and provides advice on complex matters to staff, supervisors, managers, unit executives and judges. The Operations Manager is part of the court's senior leadership team and reports to the Chief Deputy Clerk. Travel within or outside the district to attend meetings, conferences or training is required. Regular frequent travel to divisional offices is also required. Performs other duties as assigned.

BENEFITS

The U.S. District Court offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Flexible Spending Programs
- Paid Parking
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive lifetime monthly annuity. 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>.

QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent plus have at least three (3) years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (1) skill in developing the interpersonal work relationships needed to lead a team of employees, (2) the ability to exercise mature judgment, and (3) knowledge of the basic concepts, principles and theories of management, and the ability to understand the managerial policies applicable to the judiciary.

Required Skills: The ideal candidate must be a leader, a motivator, reliable, highly organized, and maintain a professional demeanor at all times. The successful candidate must have experience working in an electronic environment with various technologies to accomplish work tasks; excellent interpersonal skills, the ability to communicate effectively (orally and in writing) with individuals and groups to provide operational information in an understandable format; expertise in dealing with others in person-to-person work relationships; strong organizational, analytical and project management skills; demonstrated experience working in a team environment to deliver professional customer service; exercise good judgment; ability to maintain confidentiality, and strong customer service skills.

Preferred: Preference will be given to applicants who have previous federal court experience; supervisory experience; five years or more of applicable progressively responsible experience; knowledge of legal terminology; knowledge of federal court procedures; experience with electronic case filing system (i.e., CM/ECF), and are college graduates.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- As a condition of employment, the selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the 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 their previous experience has prepared them for this position;

APPLICANT INFORMATION

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.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

- a detailed resume;
- copy of college transcript (*if applicable*);
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (**NOTE:** Applicants are not required to fill out the Optional Background Information section (Questions 19 – 21) on page 5 of the application).

Incomplete applications will not be considered. All required documents must be sent via email as **one PDF** file to human_resources@miwd.uscourts.gov. Position open until filled. Priority consideration will be given to those applicants who apply by **October 11, 2024. No phone calls please.**