

Career Opportunity Court Operations Specialist

Classification Level: 25

Starting Salary: \$42,070-\$52,613

Salary Range: \$42,070-\$68,427

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

POSITION SUMMARY

This position is located in the Clerk's Office in Detroit, MI and reports to the Operations Supervisor. The employee performs various functions and is responsible for maintaining and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The employee maintains the official case record by docketing, noticing, and monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket when appropriate. Work is performed in an office setting. Some lifting may be required. Possible travel to the divisional offices may be required. Tasks may require occasional work outside the normal business hours.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Process notices of appeals, and appeal-related documents. Process opinions and close appeals. Make summary entries on all documents and proceedings. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review and process documents. Prepare deficiency notices. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information.
- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Determine fees required. May receive payments and issue receipts; secure funds in cash register and balance cash drawer at the end of the day. May process credit card payments for filed documents.
- Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys and others. Certify court documents. Create and process new case file. Assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events.
- Prepare, ship and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup and sort mail. Process mail. Process e-mail received from electronic filers. Receive and stamp incoming documents. Maintain physical court files. Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare bar codes for case files to track records. Assist the public in use of computerized databases. Answers questions and provides case and procedural information to the public, bar and the Court.
- Perform other duties as assigned.

*Announcement
Number: 15-07*

Posted: March 16, 2015

Closes: March 31, 2015

*Location: Detroit,
Michigan*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
E-mail application materials
to:
apply@mied.uscourts.gov
Subject: 15-07 Court
Operations Specialist

Career Opportunity Court Operations Specialist

Classification Level: 25

Starting Salary: \$42,070-\$52,613

Salary Range: \$42,070-\$68,427

QUALIFICATIONS

Qualifications must be met at the time of application.

Required: Minimum of a high school diploma (or equivalent) with a minimum of two years of specialized experience as defined below. One year of specialized experience must be equivalent to work at the CL-24 level. For placement above the minimum, at least two years of specialized experience at the CL-24 level is required.

Specialized experience is progressively responsible clerical or administrative experience within the last seven years of employment which involved applying regular and recurring procedures that demonstrates the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters or personnel/payroll operations.

Preferred: Specialized experience in a court or legal environment. Knowledge of Microsoft Office Suite, WordPerfect, and E-Mail applications. A college degree in a related field is desirable.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left by 5:00 PM on the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Skills assessments will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than the advertised number of positions may be filled with this announcement.