

Career Opportunity Electronic Court Recorder Operator/ Generalist Clerk

Classification Level: 25

Starting Salary Range: \$42,070-\$52,613 (depending on qualifications)

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

**Announcement
Number: 15-13**

Posted: July 22, 2015

Closes: August 24, 2015

Location: Detroit, MI



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: 15-13 ECRO/
Generalist Clerk

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED APPLICANTS.

POSITION SUMMARY

This position is located in the Clerk's Office in Detroit, Michigan and reports to the Operations Supervisor. The employee performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules. The employee also has the responsibility for the accurate and appropriate verbatim recording of court proceedings in the courtroom through the use and operation of electronic sound recording equipment and providing basic courtroom assistance to Case Managers, as required. Work is performed in an office and/or courtroom setting and may occur outside the normal business hours. Some lifting may be required. Occasional travel within the District is required.

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 data quality control in the Courts Electronic Case Filing system. Receives and reviews incoming documents to determine conformity with appropriate local and/or federal procedural rules. 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 files. Assures assignment of case numbers and randomly assigns cases to 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.
- Record verbatim court proceedings in Duty Court using electronic sound recording equipment. Play back proceedings as required. Ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs. Setup and arrange equipment in courtroom. Create electronic log notes of proceedings.
- Review transcripts to ensure they meet the Court's format standards and docket. Prepare CD's for transcription. Monitor to ensure that transcripts are made publicly available pursuant to Judicial Conference Policies. Catalog CD/tapes and log and maintain their proper storage. Inventory and control electronic sound recording equipment and submit requests for needed supplies.
- Assist the Case Manager with courtroom duties, such as administering oaths, handling exhibits, and calling the calendar.
- Performs other duties as assigned.

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QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job performance demonstrating sound ethics and judgment
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues
- Proficient in the use of Microsoft Word, Word Perfect and Excel; in conducting internet searches; and in the use of computer file structure and other computer applications

Required: High school graduation or equivalent with a minimum of two years specialized experience **within the last seven years of employment**, including at least one year of specialized experience equivalent to work at the CL 24 level. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL 24 level **within the last seven years of employment** is required.

Specialized experience is defined as progressively responsible **administrative support** experience in a **professional office** setting requiring the regular and recurring application of administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated technology for word processing, data entry and report generation. **Note:** Experience as judge, attorney or law clerk does not meet the requirements of specialized experience for this position.

Preferred: Current or most recent position meets the definition of specialized experience. Experience in a position performing similar duties in a court setting within the last seven years of employment. A minimum of an associates degree in a related field, a paralegal degree/certificate and/or a judicial administration certification 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 on page one by 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.

A general skills assessment 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.