

# Job Opportunity Court Services Generalist (Temporary)

Classification Level: 24

Starting Salary Range: \$38,588—\$48,231

Classification Level Salary Range: \$38,588—\$62,696

*Announcement  
Number: 16-18*

*Posted: October 11, 2016*

*Closes: Open until filled*

*Location: Detroit,  
Michigan*



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://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: CS Generalist

**A ONE YEAR AND A DAY TEMPORARY EMPLOYMENT OPPORTUNITY (WITH THE POSSIBILITY OF BECOMING PERMANENT) OPEN TO ALL QUALIFIED CANDIDATES. UP TO TWO POSITIONS AVAILABLE.**

## **POSITION SUMMARY**

This position is located in the Court Services Unit of the Clerk's Office and reports directly to the Court Services Manager. 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.

Work is physical in nature and involves heavy lifting (up to 75 lbs.), moving boxes, crates, etc. on a daily basis. A majority of 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. Occasional travel within the District is required.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- 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 FAS4T 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.
- Delivers supplies, equipment and/or furniture to requesting office with direction provided by Court Services 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.

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## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES (continued)**

- 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.

## **BENEFIT HIGHLIGHTS**

Group Health, Dental, Vision and Life Insurance, Defined Benefit Pension Plan, Defined Contribution Plan (TSP) with Employer Match, On-Site Fitness Center, Generous Paid Time Off program, 10 Paid Holidays, Long-Term Care Insurance, Health and Depend-ent Flexible Spending Accounts and Commuter Benefit Program.

## **QUALIFICATIONS**

Qualifications must be met at the time of application.

Required: A high school diploma or equivalent with a minimum of one year of specialized experience at the CL 23 level within the last seven years for placement at the minimum. For placement above the minimum, a minimum of two years of specialized experience at the CL 23 level within the last seven years is required.

Specialized experience is work that involved shipping and receiving, inventory and stock procedures and processes. This experience must include general clerical work associated with the process such as telephone usage, manual and automated record keeping, sorting and distributing mail/stock and typing. Mechanical ability and ability to make minor repairs to furniture or other court property. Moving/lifting of furniture, furnishings, equipment and supplies weighing up to 75 pounds is required.

Preferred: Two years of specialized experience at the CL 23 level within the last seven years. Specialized experience in a court or legal environment. Knowledge of Microsoft Office Suite, WordPerfect, and E-Mail applications. Experience operating a hi-lo and/or electric pallet jack.

## **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 of page one. 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.*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*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.*