



# CAREER OPPORTUNITY

## UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

**MICHELLE WILSON**  
Clerk of Court

**Grand Rapids**  
1 Division Ave N  
Room 200  
Grand Rapids, MI 49503

[www.miwb.uscourts.gov](http://www.miwb.uscourts.gov)

### *Clerk's Office Mission Statement*

*"The United States Bankruptcy Court's mission is to provide bankruptcy relief, fair and impartial justice, prompt and efficient resolution of disputes, and exceptional service to those seeking justice through the bankruptcy system by treating debtors, creditors and trustees with fairness, respect, and professionalism; and, to uphold the integrity of the judicial process by accurately maintaining the records of the Court."*

*The Federal Judiciary is an Equal Opportunity Employer.*

**Announcement:** #26-01  
**Title:** Operations Supervisor  
**Location:** Grand Rapids, Michigan  
**Position Type:** Full-time, Permanent  
**Closing Date:** Open until filled – *Priority consideration given to those who apply by May 8, 2026*  
**Salary Range:** CL 28 (\$71,583- \$116,394) \*  
CL 29 (\$85,141 - \$138,380) \*

\* Starting annual salary is based on the Rest of the United States (RUS) Court Personnel System (CPS) pay table and is commensurate with work experience, education (if applicable), and current or previous Federal court experience. If hired at CL 28, promotion potential to CL 29 upon meeting requirements, successful performance, and availability of court funding without further competition. [Court Personnel System Pay Rates](#)

### OVERVIEW

An excellent career opportunity in public service is available with the U. S. Bankruptcy Court for the Western District of Michigan. Applications are being accepted for a full-time Operations Supervisor in Grand Rapids, Michigan. The Operations Supervisor performs professional and supervisory work related to the full range of court operational duties important to the management and processing of bankruptcy cases including case administration, case management system, operations support and case processes. The Operations Supervisor reports to the Chief Deputy Clerk. Eligible for hybrid telework after period of establishment and/or training completed.

Grand Rapids is the headquarters, but also holds court in Kalamazoo, Lansing, Marquette, and Traverse City. 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](#)

### REPRESENTATIVE DUTIES

- Supervise, develop and mentor staff involved in court operational activities, including establishing performance standards, assigning and reviewing work, evaluating performance, and assisting with disciplinary actions. Oversee the operations department. Supervise, delegate, and prioritize workload. Implement work procedures and conduct staff meetings. Regularly communicate and provide information to staff. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff in policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and

## BENEFITS

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

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Flexible Spending Programs
- Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (like 401k) with Government Match up to 5%
- 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 a 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>.

separations.

- Oversee court operations. Coordinate and communicate office procedures with the unit executive, supervisors, judges, and chambers staff. Develop short-term and long-range workforce plans. Use statistical reports to monitor the management of cases and take appropriate action. Research and analyze data, prepare comprehensive reports and comply with reporting requirements of the Administrative Office.
- Monitor data quality assurance activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic documentation filing. Oversee records and mail management activities.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Facilitate, mediate, and negotiate complex and sensitive matters with judges, the unit executive, and court staff while maintaining confidentiality. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Represent the bankruptcy court among work groups and between the court and external organizations.
- Travel to divisional offices or outside the district to attend meetings, conferences or training is required.
- Perform other duties as assigned.

## QUALIFICATIONS

To qualify for a supervisory position, an individual must have at least two years of specialized experience that included 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 unit involved.

**Specialized experience** is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate 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. Outside of federal, state, or local court system, 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 human resources/payroll operations.

## 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.

**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; ability to make timely decisions and meet deadlines; exercise good judgment; ability to maintain confidentiality, and strong customer service skills.

**Preferred:** Preference will be given to applicants who have previous federal, state or local court experience; supervisory experience; three years or more of applicable progressively responsible specialized experience; knowledge of legal terminology; knowledge of Bankruptcy Code and 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 letter of interest (not to exceed two pages) that covers how their previous experience has prepared them for this position;
- a detailed resume;
- 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 for this position 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 submitted as **one PDF document** by email to [MIWB\\_HR@miwb.uscourts.gov](mailto:MIWB_HR@miwb.uscourts.gov). Position is open until filled. Priority consideration will be given to those applicants who apply by **May 8, 2026. No phone calls please.**