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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: #26-09
Title: HUMAN RESOURCES ADMINISTRATOR
Location: Grand Rapids, Michigan
Position Type: Full-time, Permanent
Opening Date: July 13, 2027
Closing Date: Open until filled
Anticipated Start: November 2026
Salary Range: CL 29 (\$85,141 - \$138,380) *

**Starting salary is based on the Rest of the United States Court Personnel System (CPS) pay table and is commensurate with work experience, education (if applicable), and current or previous Federal court experience. [Court Personnel System Pay Rates](#)*

OVERVIEW

A great career opportunity in public service is available with the U.S. District Court for the Western District of Michigan. We are seeking qualified applicants for a full-time Human Resources Administrator. The Human Resources Administrator performs human resources operations for both the U.S. District Court and U.S. Bankruptcy Court including providing services to judicial officers (11), chambers staff (39) and clerk's office staff (55). This position performs and coordinates administrative, technical and professional work related to human resources programs and activities ensuring compliance with appropriate judiciary guidelines, policies, and internal controls, and fosters a supportive workplace culture. This position also provides a full range of human resources services, including benefits administration, budget, payroll, staffing and recruitment, performance management, compensation, employee relations, and policy/procedure development. The Human Resources Administrator partners closely with leadership across both courts. This position is available due to the planned retirement of the current incumbent and includes an extended transition period to ensure comprehensive training, knowledge transfer, and a seamless handoff of responsibilities. Position has an anticipated start date of November 2026 and may be eligible for limited telework after period of establishment and/or training is completed. Travel within the district is required as well as occasional travel outside the district for professional and development training purposes. Occasional work outside of normal work hours may be necessary.

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](#)

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>.

REPRESENTATIVE DUTIES

- Anticipate, create, and administer the full range of human resources policies, procedures, and standards for both court units. Research, analyze, develop, and recommend human resources policies for multiple court units with different needs, priorities, and cultures.
- Develop strategic budget planning recommendations to identify existing and potential staffing scenarios. Determine the implication of staffing decisions on existing and projected budgets.
- Manage and implement the personnel budget for each court unit, recognizing the priorities, needs and cultures of each unit. Consult with and make staffing recommendations to each unit's management. Provide advice on organizational structures and classification standards and guide management on human resources related changes.
- Initiate, recommend, and assist with the development of strategies for use in the development of performance management tools for each court unit that are consistent with the court's philosophy, and reflect each court unit's culture. Develop performance management tools for each court unit. Develop and classify position descriptions, develop evaluation tools, performance standards, and rating criteria. Advise judges, unit executives, and managers/supervisors on the evaluation of staff performance throughout the year. Develop tracking system for evaluations and salary increases for both court units.
- Develop, manage and administer all aspects of each court unit's recruitment and selection process and activities, including preparing vacancy announcements, determining and using best methods to source applicants, screening candidates, conducting background and reference checks, and managing the hiring and onboarding processes of new hires. Ensure that hiring and promotion practices comply with judiciary and equal employment opportunity guidelines. Develop and conduct new hire orientation for new employees.
- Advise on non-routine questions and ensure a consistent human resources message and response to questions and problems raised by management and staff.
- Review the *Guide to Judiciary Policy* and *Human Resources Manual* to confirm adherence to human resources, budget, and procurement practices. Develop and update court's policies and procedures and verify compliance.
- Consult with and provide advice to judges, unit executives, managers/supervisors, and employees district-wide on human resources issues, procedures, and practices, including employee relations, disciplinary actions, performance management, staffing, payroll, cost projections, and related matters.
- Develop strategies to influence authorities and facilitate discussions regarding human resources issues. Work with management to anticipate and address potential employee relations issues. Develop and maintain fair employment policies and practices. Coordinate the court's Employee Dispute Resolution (EDR) Plan. Identify and recommend appropriate responses to issues, disputes, and grievance matters. Maintain and compile accurate data and prepare necessary reports.
- Perform duties related to, and recommend procedures for benefits administration, recruitment, orientation, classification, personnel action processing, budget, payroll, separations, workers' compensation, and records management for multiple court units

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.

and chambers, each with different needs, priorities, and cultures. Develop and maintain a local human resources procedural manual.

- Identify training requirements, develop materials, and implement programs in human resources related areas, such as retirement, HRMIS, recruitment, employee relations, workplace conduct, performance management, and Code of Conduct.
- Monitor quality of work and level of compliance of staff activities pertinent to human resources. Establish procedures for maintaining local personnel files, including budget, payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize multiple automated systems for human resources activities including HR administration, leave tracking, personnel budget projections, electronic records management, performance management, etc. Manage the above-mentioned automated systems locally, including user access and troubleshooting.
- Advise judges, unit executives, and managers/supervisors on leave administration, leave policies and tracking matters in adherence to judiciary and local leave policies and procedures.
- Establish relationships and maintain information sharing networks with court employees, other districts and circuit human resources representatives, and the Administrative Office.
- Serve as a resource for information regarding all human resources needs. Maintain human resources information on court internet and intranet sites.
- Performs other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent plus have a minimum of two years of specialized experience:

Specialized Experience: Progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (such as recruitment and staffing, classification and compensation, benefits, performance management, employee relations, fair employment practices, and training) that provided knowledge of the rules, regulations, and terminology of human resources administration.

Required Skills: The ideal candidate will have knowledge of HR policies, personnel management principles and employee relations practices; possess related experience working in a professional environment utilizing various technologies to accomplish work; must be highly organized, self-motivated and detail-oriented; must be reliable, trustworthy and discreet; have excellent communication (oral and written) and interpersonal skills; ability to consistently demonstrate sound ethics and good judgment; experience delivering professional customer service; ability to manage multiple assignments with frequent interruptions and shifting priorities; a professional demeanor and ability to maintain confidentiality in all matters.

Preferred: Preference will be given to applicants with additional specialized experience beyond the required two years in multiple functional areas of human resources administration; related human resources experience in the federal judiciary

or another federal agency; working knowledge and skill in use of automated human resources systems, and a bachelor's or graduate degree from an accredited college in a field of academic study closely related to the position and/or professional human resources certification(s).

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.
- This position is classified as high-sensitive position within the judiciary. As a condition of employment, the selected candidate must successfully complete a five-year background check and investigation with periodic updates every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and 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 (not to exceed two pages) that connects experience to the specific qualifications in the posting;
- a detailed resume;
- a copy of college transcript and/or any related HR certifications (*if applicable*);
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment> (**NOTE:** Applicants are not required to complete 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. **No phone calls please.**