



# Career Opportunity Training Specialist

DETROIT, MI – Classification Level 26 / GS 10 - 16DA2

**OVERVIEW** The training specialist position is located in the U.S. Bankruptcy Court Clerk's Office, Eastern District of Michigan. The focus of the job is to develop, deliver and coordinate training for court staff and train external users on the electronic filing system. Staff training includes orientation for new employees, operations job training and diverse training sessions which enhance employees' skills and knowledge. The position reports to the Deputy-in-Charge.

- *Representative duties:* The training specialist develops, delivers and evaluates a variety of training programs for internal staff. This includes operations job related training and employee skill and knowledge-based training. The incumbent delivers electronic case filing sessions for external customers, drafts manuals, handbooks, job aids, forms, web content and other training materials. The training specialist creates the organization's annual training plan to help staff maintain or improve job skills and administers program evaluations to determine if the training had a job-related impact for participants and for the organization.

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has about 60 employees who support six federal bankruptcy judges. Offices are located in Detroit, Flint and Bay City.

**EXPERIENCE REQUIRED** To meet the minimum requirements, applicants MUST have at least one year of progressively responsible and specialized clerical work experience at or equivalent to federal grade level GS/JS 9 or CL25 that provided the knowledge, skills, and abilities to successfully perform the duties of a training specialist and involved the routine use of automated software.

This position requires attention to details, analytical skills, an exceptional customer service attitude, integrity, dependability, and excellent communication skills along with a work history that demonstrates effective problem solving skills.

*Previous work experience in a court or legal environment is preferred, but not required.*

**CONDITIONS OF EMPLOYMENT** Appointment will be considered provisional pending the successful completion of a FBI fingerprint background investigation. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request.

**TO APPLY** Please download an Application for Judicial Branch Employment from the court's website at [www.mieb.uscourts.gov](http://www.mieb.uscourts.gov) (Home Page >Court Info >Employment Opportunities). Qualified applicants should submit the completed application AND a resume via e-mail to [HR@mieb.uscourts.gov](mailto:HR@mieb.uscourts.gov).

Send documents in PDF format (no ZIP files). Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses. The training specialist career opportunity is open until close of business Friday, December 9, 2016.



**An Equal Opportunity / EDR Employer**

*All appointments subject to mandatory electronic funds transfer*