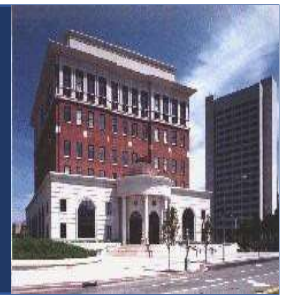




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



Position: Administrative Assistant (Pro Se Intake Unit)
(Multiple positions may be filled from this vacancy)

Vacancy No. 24-09

Location: 300 Quarropas St., White Plains, NY

Term: Permanent

Class Level: CL-22

Salary Range: \$37,173 - \$60,476

(Starting salary for non-Federal employees: \$37,173 – \$46,494 depending on work experience qualifications)

Opening Date: 05/14/2024

Closing Date: 06/12/2024

(with preference set for 05/28/2024)

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Onsite fitness center
- Pre-tax benefit programs
- Employee assistance program (EAP)

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,

DUTIES AND RESPONSIBILITIES: The incumbent reports to the Docket Services Supervisor and will provide clerical and administrative assistance to the Docket Services Unit and the Pro Se Intake Unit. Responsibilities will include, prepare service packages, retrieving, sorting, scanning, copying and filing documents as well as receiving, screening and distributing mail and documents from other court units including the mail room. The incumbent will also answer routine inquiries via email and telephone, perform data entry into check log system, and all other duties as assigned. This position may require occasional travel to the 500 Pearl Street Courthouse for training and assigned duties.

REQUIRED QUALIFICATIONS: To be considered for a CL-22, applicants must be a high school graduate, or equivalent and possess at least one year of general experience. This position involves heavy public contact and requires excellent customer service skills along with excellent communication (written and verbal) skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. Applicants must be skilled in data entry, word processing and possess the ability to type 50 words per minute. College education is highly desirable. **Internal applicants who are permanent employees must be in their current position for one year to apply.**

GENERAL EXPERIENCE: Progressively responsible clerical, office or other work that indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. That work should include, but not limited to, filing, record keeping, and typing, public contact and telephone usage.

CONDITIONS OF EMPLOYMENT (continued):

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. §1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](https://www.uscourts.gov).

The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

COURT OPERATIONS: Knowledge of or the ability to learn court operations, functions, and organizational structure. Basic understanding of court documents such as orders, appearance bonds and judgments. Ability to use the court automated case management system in order to obtain or research information needed to perform financial duties.

INFORMATION TECHNOLOGY AND AUTOMATION: Knowledge and skill in the use of automated equipment including MS Outlook, Word and Excel applications, as well as financial and accounting systems. The applicant is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

JUDGMENT AND ETHICS: Ability to consistently demonstrate sound ethics and judgment, maintain court confidentiality and security requirements, and comply with the Code of Conduct for Judicial Employees.

WRITTEN AND ORAL COMMUNICATION: Must have excellent interpersonal skills and be able to effectively communicate (orally and in writing) to individuals and groups to provide financial information and reports in understandable format. Ability to interact professionally with a wide variety of stakeholders, providing exceptional customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

APPLICATION PROCEDURE: To be considered for this position, please submit your resume detailing your education and work experience, a cover letter and an AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from <https://www.uscourts.gov/sites/default/files/ao078.pdf>. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for the testing process will be contacted. Please submit your application to:

Personnel@nysd.uscourts.gov

Visit our website



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