

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: February 14, 2020
POSITION: ADR Program Administrator
TERM: Permanent
LOCATION: 40 Foley Square, New York, NY
CLASS LEVEL: CL 25 – CL 26
SALARY RANGE: \$48,880 - \$87,529
(Depending on qualifications and experience)
CLOSING DATE: February 28, 2020
VACANCY NO.: 20-10

POSITION OVERVIEW: Alternative Dispute Resolution (ADR) Program Administrator performs case management responsibilities using legal terminology, procedures, and documents. The ADR Program Administrator assists the court by independently responding to inquiries from parties and chambers regarding cases, determining whether mediation orders should be entered in automatically referred cases, independently reviewing and responding to queries and mediation-related requests, and generating statistical reports. The ADR Program Administrator reports to the Director of ADR Programs.

DUTIES AND RESPONSIBILITIES:

- Prepare statistical reports and monitor reports generated from Case Management/Electronic Case Filing (CM/ECF) System. Maintain awareness of CM/ECF changes and test new events.
- Perform edits and take corrective actions to ensure the accuracy of data, files, and records.
- Review legal documents submitted to the court as part of the assessment for suitability of mediation. Respond to questions related to the status and scheduling of cases. Compose and prepare routine correspondence. Identify emergency or unique matters and work with counsel and chambers as appropriate.
- Track and monitor orders, including appearances and motion practice in cases referred to mediation at a very early stage. Review daily electronic reports to identify new filings. Monitor compliance with court orders, initiate appropriate action as necessary.
- Enter documents and/or events in the CM/ECF system according to court policy. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed.
- Answer inquiries regarding the status of cases, ensuring confidentiality of sensitive information. Keep judges and immediate staff informed of case progress or proceedings.
- Act as liaison between the clerk's office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- Assist in the statistical reporting requirements of the Administrative Office of the United States Courts. Prepare correspondence and reports and distribute documents and notices.
- Maintain court unit's information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
- Docket orders and notices in the court's CM/ECF system. Create and update templates and standard documents for orders and other related documents.
- Monitor deadlines and determine need for action by the chambers or mediators. Proofread documents before submission to judges or mediators. Monitor caseload, organize filings and correspondence related to cases, and update the case list. Compile and arrange information and data and prepare required periodic reports regarding court activities.

- Perform other duties as assigned.

REQUIRED AND PREFERRED QUALIFICATIONS: Applicants must be a high school graduate, or equivalent. To be considered for a CL-25, applicants must be a high school graduate, or equivalent, and have one year of specialized experience, equivalent to work at the CL-24 level. To qualify for the CL-26 level, applicants must have one year of specialized experience, equivalent to work at the CL-25 level. Excellent customer service skills are required along with the ability to communicate effectively, both orally and in writing. Applicants must be able to type at least 50 words per minute. A college degree, word processing experience and knowledge of legal terminology are all highly desirable qualifications. Experience with mediation or other alternative dispute resolution processes is also highly desirable for this position. Internal applicants who are permanent employees must be in their current position for one year to apply.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. 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, and corporate headquarters or personnel/payroll operations.

APPLICATION PROCEDURE: To be considered for this position, please submit your resume detailing your education and work experience along with a cover letter. 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 e-mail 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

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for Judicial Employees. 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.

EQUAL OPPORTUNITY EMPLOYER