

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: October 14, 2020
POSITION: Administrative Assistant (Human Resources)
LOCATION: 500 Pearl Street, New York, New York
TERM: Full- Time (Permanent)
CLASS LEVEL: CL 23
SALARY: \$39,976 - \$64, 976 (Depending on qualifications and experience)
VACANCY NO: 20-37
CLOSING DATE: October 28, 2020
(Priority given to resumes received by October 21, 2020)

DUTIES AND RESPONSIBILITIES: This position is in the Human Resources Department of the Clerk's Office of the Southern District of New York. The Administrative Assistant will assist the Human Resources Manager and Human Resources Supervisor in administering a wide range of services such as: performing receptionist duties, coordinating interns onboarding and separations, addressing applicants' questions pertaining to vacancy announcements, providing information to staff on appropriate procedures for completing personnel-related forms, and provide basic information regarding benefits, time and leave, and local policies and procedures. This position requires the incumbent to perform basic clerical functions including: filing, scanning, emailing or faxing documents, sending correspondence to applicants, organizing human resources files and folders electronically and in paper, and maintaining and updating spreadsheets. The incumbent will also proctor exams, coordinate and schedule panel interviews on an electronic platform. Conducting employment and reference checks on candidates being considered for employment, assisting with the orientation program, providing support with Human Resource's annual health fair. The incumbent will perform other duties as assigned. The incumbent will report to the Human Resources Supervisor.

REQUIRED QUALIFICATIONS: To be considered for this position, applicants must be a high school graduate, or equivalent. To qualify for CL-23, one must have two years of general experience. The position requires excellent written and verbal communication skills, excellent interpersonal and customer service skills and must be able to grasp and understand various computer programs of moderate complexity. Applicants must be skilled in data entry, word processing and possess the ability to type 50 words per minute. A college degree, proficiency in Microsoft Excel, and knowledge of legal terminology are all highly desirable qualifications. [*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 which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position

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

BENEFITS: The Federal Judiciary offers a comprehensive benefits package, including paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs (pension & 401k); supplemental dental and vision insurance, long term care plan options, flexible spending accounts and a transit subsidy program once eligibility requirements are met.

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 e-mail 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