



## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK

**DATE:** March 31, 2021  
**POSITION:** Administrative Assistant (Interpreters Unit)  
**LOCATION:** 500 Pearl Street, New York, New York  
**NO. OF POSITIONS:** One  
**CLASS LEVEL:** CL 23  
**SALARY:** \$40,379 - \$65,621 (Depending on qualifications and experience)  
**VACANCY NO:** 21-13  
**CLOSING DATE:** April 14, 2021

**This is a permanent position subject to yearly renewal based on the availability of funds.**

**DUTIES AND RESPONSIBILITIES:** The incumbent, working under the direction of the Chief Interpreter, provides clerical support to the Interpreters Unit. These duties include providing reception support to contract interpreters, attorneys, and court personnel; responding to questions, providing information, documents, and instructions in-person, over the telephone, and by e-mail; receiving and following up on interpreter requests and cancellations by telephone and e-mail; receiving and distributing office mail. The incumbent will be responsible for the processing of contract interpreter payments. These duties include: reviewing claim forms for accuracy; preparing and submitting payment vouchers through the Court's electronic payment system; tracking payment status with Microsoft Excel; responding to and following up on payment inquiries by phone, e-mail or in person; verifying case information and calculating travel costs; and sending forms and documents by e-mail to contract interpreters; reviewing and submitting the clearance forms required to go to the Metropolitan Correctional Center and Metropolitan Detention Center. The incumbent will also arrange FBI background checks for contract interpreters and assist with other statistical or clerical work as needed, including, but not limited to, database entry, filing, ordering of supplies, typing and performing other duties as assigned. The duty hours for this position are from 9:00am to 5:30 pm. This position is telework eligible, as needed.

**REQUIRED QUALIFICATIONS:** Minimum requirements include high school diploma or equivalent and two years of general experience. Applicants must be able to multitask, prioritize, pay exceptional attention to detail and have organizational skills to ensure that workflow runs smoothly. Possess proficient mathematical skills to review calculations on vouchers and must be computer literate. 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, high proficiency in Microsoft Excel, and Acrobat Adobe; knowledge of legal terminology are all highly desirable qualifications.

**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 (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; 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](mailto: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**