

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: March 24, 2022
POSITION: Administrative Support Clerk
LOCATION: 500 Pearl Street, New York, New York
TERM: Full-Time Permanent
CLASS LEVEL: CL 23
SALARY: \$41,597 - \$67,610
(Depending on qualifications & experience)
CLOSING DATE: April 8, 2022
VACANCY NO.: 22-01

POSITION OVERVIEW: The Office of the District Executive seeks a highly motivated, responsible, detail-oriented administrative support staff member to assist in daily administrative duties of the office. The incumbent must be able to work with a team and have excellent customer service skills.

DUTIES AND RESPONSIBILITIES:

- Perform receptionist duties by greeting visitors in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare correspondence, spreadsheets, form letters, and documents. Maintain correspondence records.
- Prepare, proofread and edit materials prepared by others for accuracy, proper grammar, and spelling.
- Receive, screen, and route incoming and outgoing mail and material to appropriate persons or offices; and process mail requiring special handling.
- Maintain and update internal office directory and courthouse directories.
- Provide assistance with scanning, copying and filing documents
- Assist with basic A/V functions such as creating courtroom wi-fi accounts, project tracking, video and audio conference setups
- Schedule fingerprint appointments and taking fingerprints, and processing employee ID badges.
- Arrange meetings, and assist with maintenance of calendars.
- Process new attorney service passes weekly and update old passes as needed.
- Process background investigation checks for new court employees.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Coordinate general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies.
- Oversee maintenance of consumable supplies, inventory and prepare supply requests.
- Assist with coordinating conferences, meetings, and court ceremonies.
- Prepare daily and weekly trial calendars.
- Perform other duties as assigned.

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 at least two years of general experience. The position requires excellent written and verbal communication skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. Applicants must be skilled in data entry and word processing. A college degree is highly desired.

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 position's duties.

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; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and transit subsidy program, once eligible.

APPLICATION PROCEDURE: To be considered for this position please submit a 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. Resumes without the cover letter addressing the qualifications will not be considered.

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.

Please submit your application to:
DEjobs@nysd.uscourts.gov

Only candidates selected for the testing process will be contacted.

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All new hires must be vaccinated against COVID-19 as a condition of employment; exemptions/reasonable accommodations for medical/religious reasons may be provided on case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made. 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