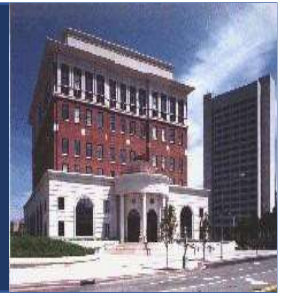




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



Position: Chief, Alternative Dispute Resolution (ADR) Program

Vacancy No. 26-16

Location: 500 Pearl Street, New York, NY

Term: Permanent

Class Level: CL 29

Salary Range: \$100,335 to \$163,075

(Starting salary for non-federal employees: \$100,335 - \$125,431 depending on work experience qualifications)

Opening Date: 04/24/2026

Closing Date: Open until filled

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)
- Pre-tax benefit programs
- On-site fitness center
- Employee assistance Program (EAP)
- Mandatory enrollment in electronic funds transfer (EFT) for net pay

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.

POSITION OVERVIEW:

The United States District Court for the Southern District of New York is seeking a highly qualified and experienced professional to serve as Chief, ADR Program within the Clerk's Office. The Chief, ADR Program is responsible for the development, administration, and oversight of the Court's Alternative Dispute Resolution (ADR) program, supporting the Court's mission to provide fair, efficient, and timely resolution of civil disputes. This position works closely with judges, court staff, attorneys, and external stakeholders to promote effective, efficient resolution of cases primarily through mediation. The Chief, ADR Program reports to the Chief Deputy Clerk of Court.

KEY DUTIES AND RESPONSIBILITIES:

- Design, implement, and manage the Court's ADR programs (e.g., mediation).
- Recruit, train, and oversee the panel of volunteer mediators.
- Develop policies, procedures, and best practices for ADR operations.
- Coordinate case referrals to ADR and monitor program effectiveness.
- Provide training and outreach to mediators, judges, attorneys, and the public.
- Maintain program data, prepare reports, and evaluate outcomes.
- Ensure compliance with Judiciary policies, confidentiality standards, and ethical guidelines.
- Collaborate with Clerk's Office and chambers on case management and ADR integration.
- Ad-hoc or as-needed mediation of disputes, depending on skills and workload.

(Conditions of employment continued)

In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,
- (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.

The successful candidate for this position is subject to a Background check investigation for Highly Sensitive clearance. 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.

REQUIRED QUALIFICATIONS:

- Bachelor's degree (advanced degree preferred, e.g., JD, MPA, or related field).
- Significant experience in ADR, mediation, conflict resolution, or court administration.
- Strong knowledge of federal court procedures and case management.
- Excellent communication, organizational, and leadership skills.

PREFERRED QUALIFICATIONS:

- Mediation training.
- Experience working within the federal judiciary or in legal environments.
- Supervisory or program management experience.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in at least one but preferably two or more ADR disciplines, such as negotiation, mediation, and arbitration, or equivalent experience.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

COURT OPERATIONS:

- Knowledge of judiciary culture and philosophy.
- Ability to prioritize and manage personal caseloads consistent with the needs of the court.

INFORMATION TECHNOLOGY AND AUTOMATION:

- Skilled in the use of digital tools, including legal research systems, word processing, spreadsheet, databases, and case management applications, and various other types of software. Skilled in the use of audiovisual technology.

JUDGMENT AND ETHICS:

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

WRITTEN AND ORAL COMMUNICATION:

- Ability to communicate effectively, both orally and in writing and to listen and quickly understand and assess information, ideas, and interpersonal dynamics. Ability to relate effectively to a broad array of people including people with different temperaments, occupations, and cultures.

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.

Visit our website



APPLICATION PROCEDURE:

To be considered for this position, please submit your:

1. Resume detailing your education and work experience.
2. 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.
3. AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from: www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment .

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 an interview will be contacted. Successful candidates will participate in two rounds of interviews.

Please submit your application to:

Careers@nysd.uscourts.gov



EQUAL OPPORTUNITY EMPLOYER

The U.S. Federal Courts are committed to equal employment opportunity without regard to race, color, religion, national origin, sex, age, disability, or any other protected characteristic.

