

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: April 7, 2015
POSITION: Team Leader (Mail Room)
TERM: [Temporary](#)
LOCATION: 500 Pearl Street, New York, New York
CLASS. LEVEL: CL 23
SALARY: \$35,689 - \$58,009
(depending on qualifications & experience)
CLOSING DATE: April 20, 2015
VACANCY NO.: 15-13

DUTIES AND RESPONSIBILITIES: The position is located within the Office of the District Executive. The incumbent will monitor mail room operations for five facilities. Duties include the management of mail and packages, private mail and courier mail. The incumbent will manage a staff that accepts and unpacks equipment, furniture and various other items. The incumbent will be a team leader to other Mail Room Clerks with the sorting and distribution of mail and packages and the up-keeping of the mail room. Drafting memos for various communicative notices, interacting daily with court personnel and staff will also be required. The incumbent of this position will provide staff with regular feedback, maintain performance standards, conduct performance evaluations, implement disciplinary action when necessary, select candidates and identify staffing and training needs. The incumbent will be responsible for the postage meter equipment, metering mail and tracking postage expenses. Physical labor will be required. The loading and driving of court vehicle is required, therefore a valid driver's license is required.

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent, and have two years of general experience.

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 duties of the position.

APPLICATION PROCEDURE:

To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should 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.

Please submit your resume and cover letter to:

**U.S. District Court
Southern District of New York
500 Pearl Street
New York, NY 10007
ATTN: Human Resources, Room 310
OR
personnel@nysd.uscourts.gov**

ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK.

APPLICANTS MUST BE UNITED STATES CITIZENS.

EQUAL OPPORTUNITY EMPLOYER