

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: April 29, 2015
POSITION: Receptionist
TERM: **Temporary**
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 23
(depending on qualifications & experience)
SALARY: \$35,689 - \$58,009 per year
CLOSING DATE: May 12, 2015
VACANCY NO.: 15-17

POSITION OVERVIEW: The Office of the District Executive for the Southern District of New York seeks a receptionist to perform full-time reception coverage, Monday through Friday from 8:30 a.m. - 5:00 p.m.. Duties and responsibilities include screening and referring telephone calls and visitors to the appropriate staff member, answering routine questions, processing incoming and outgoing mail, preparing various forms, entering and retrieving information from various databases and performing all other job related duties as required. The position involves heavy telephone and public contact and requires considerable tact and patience.

REQUIRED QUALIFICATIONS: Applicants must be high school graduate, or equivalent, and have a minimum of 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.

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

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.

Please submit your resume and cover letter to:

**U.S. District Court
500 Pearl Street
New York, NY 10007
Attn: District Executive, Suite 820
OR
DEjobs@NYS.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