

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** May 2, 2018  
**POSITION:** Administrative Generalist  
**LOCATION:** 500 Pearl Street, New York, New York  
**TERM:** Full-Time Permanent  
**CLASS LEVEL:** CL 24 – CL 25  
**SALARY:** \$41,968 - \$75,358  
(Depending on qualifications & experience)  
**CLOSING DATE:** June 1, 2018  
(Priority given to resumes received by May 15, 2018)  
**VACANCY NO.:** 18-23

**POSITION OVERVIEW:** The Office of the District Executive seeks a highly motivated, responsible, detail-oriented administrative generalist 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/clients 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
- Schedule fingerprint appointments, take fingerprints and subsequently order swipe cards as needed.
- 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 you must be a high school graduate, or equivalent. To qualify for CL-24, you must have at least one year of specialized experience equivalent to work at the CL-23 level. To qualify for CL-25, you must have at least one year of specialized experience equivalent to work at the CL-24 level. The position requires excellent communication (written and verbal) 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.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical and administrative experience that is in, or closely related to the work of the position and which has demonstrated the particular knowledge, skills and

abilities to successfully perform the duties of the position and involves the routine use computers and other automated software.

**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 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 candidates selected for the testing process will be contacted.

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:**

United States District Court  
Southern District of New York  
500 Pearl Street  
New York, NY 10007  
Attn: Office of the District Executive

**OR**

**[DEjobs@nysd.uscourts.gov](mailto:DEjobs@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.

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