

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

Position Title: Administrative Assistant (*2 positions available*)
Reference No.: FY 15-11
Location: Office of the Circuit Executive, New York, NY
Salary Range: CL 23/1 - CL 23/25 (\$35,689 - \$44,617)
Salary commensurate with experience, qualifications, and education
Closing Date: Open Until Filled

Position Overview: Positions are entry level. Duties include, but are not limited to: receiving phone calls and visitors; coordinating office travel; scheduling and preparing appointments, meetings, and conference calls; making building service and vendor calls; assisting with court events, including event calendaring and staffing; organizing and maintaining files; photocopying and scanning documents; maintaining property inventories; bill tracking; accessing card databases; preparing and updating reports, form letters, notices, and meeting booklets; and other administrative tasks as assigned.

Both positions will assist all departments within the Office of the Circuit Executive as needed. One position will focus on matters within the Space & Facilities Division. Travel may be required. Extended hours may be required for evening events.

Required Qualifications: Must possess a minimum of two years of related administrative experience. The position requires proficiency in Microsoft Word, and Excel and WordPerfect; strong organizational, interpersonal, oral and written communication skills; fast and accurate data entry skills; and the ability to multi-task and effectively prioritize work assignments. Meticulous attention to detail in a fast-paced, team-based environment and a demonstrated ability to handle confidential information is critical. Associate degree preferred.

Benefits: 13 days of vacation leave per year for the first three years; increases with tenure. 13 days of sick leave per year; 10 holidays. Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program. Participation in both the Federal Employees Retirement System and the employer-matching Thrift Savings Plan (similar to a 401K). Full social security coverage is provided. Optional long-term disability and long-term care insurance. On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

To Apply: Please submit a cover letter and resume **as a single PDF file** by e-mail to resumes@ca2.uscourts.gov, subject line: Administrative Assistant, Reference No. FY 15-11.