

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: April 15, 2019
POSITION: Administrative Analyst
TERM: Permanent
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 28
SALARY: \$68,630 - \$111,581
(Depending on qualifications & experience)
CLOSING DATE: April 29, 2019
VACANCY NO.: 19-22

POSITION OVERVIEW: The Office of the District Executive seeks a highly motivated, responsible, detail-oriented Administrative Analyst to develop, analyze, evaluate, and advise on or improve the effectiveness of work methods, procedures, operations, and programs in the District Executive's Office. The incumbent is also tasked with ensuring the efficient management of programs to include but not limited to, court reporting, transit subsidy, parking, human resources, public relations, food services, statistical reporting, and internal controls. The incumbent will produce reports in support of each of the assigned tasks. The Administrative Analyst will provide a variety of management services essential to the direction and operation of the office. The incumbent will oversee and provide guidance to office staff. The Administrative Analyst will receive, screen, and refer telephone calls and in-person visitors, answer routine inquiries and provide assistance to the public, Judges and their staff, other court support units, other Courts, members of the Bar, and maintain the confidentiality of sensitive matters. The Administrative Analyst will disseminate communications to appropriate managers and peers, and follow up on action items to ensure a comprehensive and coordinated response. The incumbent will serve as a liaison to Judges' chambers and court units, as well as the Administrative Office of the United States Courts. The Administrative Analyst reports to the District Executive.

REQUIRED QUALIFICATIONS: The position requires a high school diploma or equivalent and two years of specialized experience, including at least one year equivalent to work at the CL-27 level; or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.

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:

United States District Court
District Executive's Office
500 Pearl Street, Room 820
New York, New York 10007

OR

DEjobs@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