

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: January 26, 2021
POSITION: ADR Program Coordinator
TERM: Permanent
LOCATION: 40 Foley Square, New York, NY
CLASS LEVEL: CL 26
SALARY RANGE: \$54,391 - \$88,395
(Depending on qualifications and experience)
CLOSING DATE: February 9, 2021
VACANCY NO.: 21-05

POSITION OVERVIEW: Alternative Dispute Resolution (ADR) Program Coordinator works in the Mediation Office supporting the programs of the Court. The ADR Program Coordinator implements existing and pilot mediation programs and identifies case types for program development. The Program Coordinator reviews legal documents submitted to the court as part of the assessment for suitability of mediation, tracks and monitors orders, including appearances and motion practice, in cases referred to mediation at a very early stage, answers inquiries regarding the status of cases, and ensures the confidentiality of sensitive information. The Program Coordinator performs case management by independently responding to inquiries from parties and chambers regarding cases, and generating statistical reports. The ADR Program Coordinator reports to the Director of ADR Programs.

DUTIES AND RESPONSIBILITIES:

- Implement existing mediation programs using court rules, procedures, and documents.
- Review legal documents submitted to the court as part of the assessment for suitability for mediation. Respond to questions related to the status and scheduling of cases. Compose and prepare correspondence. Identify emergency or unique matters and work with counsel and chambers as appropriate.
- Track and monitor orders, including appearances and motion practice in cases referred to mediation at a very early stage. Review daily electronic reports to identify new filings. Monitors compliance with court orders, initiate appropriate action as necessary.
- Enter documents and/or events in the Case Management/Electronic Case Filing (CM/ECF) System according to court policy. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed.
- Answer inquiries regarding the status of cases, ensuring confidentiality of sensitive information. Keep judges, staff, and mediators informed of case progress or proceedings.
- Prepare statistical reports and monitor reports generated from CM/ECF. Maintain awareness of CM/ECF changes and test new events.
- Perform edits and take corrective actions to ensure the accuracy of data, files, and records.
- Act as liaison between the clerk's office, the bar, the public, and the judges to ensure that cases proceed smoothly and efficiently.
- Docket orders and notices in the court's CM/ECF system. Create and update templates and standard documents for orders and other related documents.
- Monitor deadlines and determine need for action by the chambers, staff, or mediators. Proofread documents before submission to judges or mediators. Monitor caseload and maintain organization of filings and correspondence related to cases. Compile and arrange information and data and prepare required periodic reports regarding court activities.
- Perform other duties as assigned.

REQUIRED AND PREFERRED QUALIFICATIONS: Applicants must be a high school graduate, or equivalent, and must have one year of specialized experience, equivalent to work at the CL-25 level. Excellent customer service skills are required along with the ability to communicate effectively, both orally and in writing. Applicants must have enough experience with various technology to work and troubleshoot effectively both in the office and when working remotely. A college degree, word processing experience and knowledge of legal terminology are all highly desirable qualifications. Experience with mediation or other alternative dispute resolution processes is also highly desirable for this position. Internal applicants who are permanent employees must be in their current position for one year to apply. This position is telework eligible.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of program rules and protocols and case management procedures involving the use of computer programs and specialized terminology. Demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

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 a transit subsidy program once eligibility requirements are met).

APPLICATION PROCEDURE: To be considered for this position, please submit your 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. Only applications submitted via e-mail will be accepted. It is preferred for the applications to be submitted in a single PDF document. Candidates must include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for the testing process will be contacted.

Please submit your application to: Personnel@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.

EQUAL OPPORTUNITY EMPLOYER