

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**



DATE: August 1, 2023
POSITION: Executive Assistant (District Executive Office)
TERM: Permanent
LOCATION: 500 Pearl Street, New York, NY 10007
CLASS LEVEL: CL 27 - CL28
SALARY RANGE: \$64,593 - \$125,876
(Depending on qualifications and experience)
CLOSING DATE: August 31, 2023
VACANCY NO: 23-04

POSITION OVERVIEW: The District Executive's Office for the Southern District of New York is currently accepting applications for the position of Executive Assistant to the District Executive. The Executive Assistant provides a variety of management services essential to the direction and operation of the office.

DUTIES AND RESPONSIBILITIES:

- Maintain the calendar and schedule for the unit executive, including the acceptance of meeting requests based upon established priorities of the executive.
- Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature. Edit materials prepared by others for the unit executive's signature for accuracy, proper grammar, and spelling. Sign routine correspondence, as authorized.
- Coordinate conferences, meetings, court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable.
- Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Serve as liaison to judges' chambers and all other court support units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the District Court Executive, as appropriate.
- Arrange travel and prepare travel vouchers for court unit executive and professional staff in accordance with policies and regulations. Audit and review travel vouchers. Maintain the office's travel credit card program for all individuals issued travel cards, ensuring that policies and procedures are followed. Analyze, research, and resolve travel credit card problems and inquiries.
- Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.
- Receive, screen, and refer telephone calls and personal 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 the media, as authorized, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the District Executive and/or respond directly, as delegated. Receive, screen, and route mail to appropriate persons or offices.
- Receive, prioritize, and route all incoming administrative and case-related materials from within the Court to appropriate individuals. Maintain correspondence control records and electronic files and follow-up on correspondence.
- Assist with maintaining and updating the office's website by contributing content and design assistance.
- Coordinate all general activities in the immediate office.

- Supervise administrative support staff, monitor work and ensures productivity in respective areas; complete annual evaluations, identify training needs and perform training; monitoring and advising employees of issues regarding performance and time and attendance.
- Perform other job-related duties, as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position, applicants must be a high school graduate, or equivalent. To qualify for CL-27, applicants must have at least one year of specialized experience, equivalent to work at the CL- 26 level. To qualify for the CL-28 level, one must have at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level. The position requires excellent communication (written and verbal) skills, strong customer service skills, computer literacy and knowledge of legal terminology. A college degree is highly desirable. The incumbent must be punctual and maintain good time and attendance.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring use of automated software and keyboarding for word processing, data entry, and report generation. Knowledge of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

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, submit, in one PDF document, 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 relates to the duties and responsibilities of the position. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing the application. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered.

Please submit your application, consisting of one PDF document containing a resume and cover letter to:

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 salary.

EQUAL OPPORTUNITY EMPLOYER