

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** February 20, 2026  
**POSITION:** Administrative Coordinator  
**LOCATION:** 500 Pearl Street, New York, NY  
**TERM:** Full-Time Temporary  
**CLASS LEVEL:** CL 24 – CL 25  
**SALARY:** \$52,678 - \$94,588  
(Depending on qualifications & experience)  
**CLOSING DATE:** Open Until Filled  
**VACANCY NO:** 26-07

**POSITION OVERVIEW:** The Office of the District Executive seeks a highly motivated, responsible, detail-oriented Administrative Assistant to assist in high-profile matters and daily administrative duties of the office. The incumbent must be able to work with a team and independently, have exceptional communication skills, and have excellent customer service. Throughout the appointment, the needs of the organization will be evaluated to determine if the temporary position is to be extended, made permanent, or terminated. The selected candidate will not be required to further compete if the position is extended or made permanent.

## **DUTIES AND RESPONSIBILITIES:**

- Serve as the liaison between the court and public with respect to case related inquiries, court events and notices, and other points of interest.
- Prepare responses to inquiries from attorneys and the public regarding procedures or information requests.
- Respond to electronic, in-person, and telephonic media and public inquiries.
- Maintain the court's media credentialing process and issue credentials as appropriate.
- Maintain programming, events, and educational content.
- Coordinate public outreach events, educational events, conferences, and other judicial ceremonies, including site planning and logistics.
- Monitor, review, and report on policies and procedures of the court.
- Prepare correspondence, spreadsheets, form letters, and documents. Maintain correspondence records.
- 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, applicants must have a college degree, or equivalent. To qualify for CL-24, one must have at least one year of specialized experience equivalent to CL 23; to qualify for the CL 25, one must possess at least one year of specialized experience equivalent to CL 24. The position requires excellent written and verbal communication skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. A master's, or secondary degree is highly desired.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and

equipment for word processing, data entry or report generation. 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 human resources/payroll operations.

**BENEFITS:**

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 and 26 days of paid vacation are provided, depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and twelve paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligible for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Participation in the Federal Employees Retirement System.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.
- For more information on benefits, you may visit: <https://www.uscourts.gov/careers/benefits>.

**APPLICATION PROCEDURE:** To be considered for this position, submit in one PDF document, a resume, cover letter, and a completed Application for Federal Employment-AO78. The Application can be downloaded from [https://www.uscourts.gov/sites/default/files/ao\\_078-08-2024\\_1.pdf](https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf). Your 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. Only applicants selected for the next phase of this process will be contacted.

Please submit your application to:  
[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

**MISCELLANEOUS**

Applicants must be United States citizens or eligible to work for the United States Government. This position is subject to mandatory favorable background checks. The successful candidate for this position will be subject to ongoing random drug screening, updated background investigations every five years and/or, as deemed necessary by the Chief Judge of the District for reasonable cause, subject to subsequent fitness-for duty evaluations.

Judicial employees are required to adhere to the court’s code of conduct, available for public review at: <https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-employees>

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. District Court for the Southern District of New York reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

**The United States District Court is an Equal Opportunity Employer**