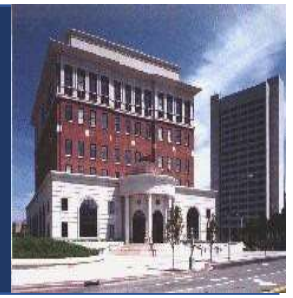




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



Position: Secretary/Judicial Assistant to a U.S. District Judge

Vacancy No. 24-02

Location: 500 Pearl Street, New York, NY

Term: Permanent

Class Level: JSP-11

Salary Range: \$85,236 - \$110,803

(Starting salary for non-Federal employees: \$85,236 depending on work experience qualifications)

Opening Date: 02/23/2024

Closing Date: Open Until Filled

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Onsite fitness center
- Pre-tax benefit programs
- Employee assistance program (EAP)

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,

OVERVIEW: The United States District Court for the Southern District of New York is accepting resumes for a Secretary/Judicial Assistant. The Secretary/Judicial Assistant is responsible for the day-to-day operations of a judicial chamber and provides administrative support to a district judge.

DUTIES AND RESPONSIBILITIES: Word processing orders and opinions and other legal and non-legal documents, taking dictations, preparing a variety of legal material and correspondence; gathers and maintains an accurate accounting of the Judge's statistical data for reporting to the Administrative Office of the United States Courts; preparing financial expense and reimbursement reports, schedules appointments and meetings; makes travel arrangements; receives telephone calls and visitors and responds to their inquiries; receives and reads incoming correspondence; maintains filing systems; performs a variety of confidential tasks.

REQUIRED QUALIFICATIONS: Applicants must be a high school graduate or equivalent. To qualify for JSP-11, applicant must have two years of general experience and six years of specialized experience. Applicants should be dynamic "self-starters" with excellent interpersonal skills, demonstrate initiative, possess the ability to multi-task, adapt to fast-changing priorities in a small-office setting and follow through in all duties. Applicants must also possess excellent computer, administrative, organizational, project management and conceptual skills; with the ability to effectively communicate verbally and in writing; and demonstrate a solid command of office protocols and administrative practices, such as calendaring, travel planning, assembling, photocopying, filing, record keeping, telephone usage, typing and navigating the internet. Applicants must display accuracy and attention to detail in grammar, spelling, punctuation, and proofreading, and must be proficient and preferably have advanced skills in Word, Excel, Outlook and Adobe Acrobat. Legal research and/or cite-checking skills and familiarity with legal databases, such as Lexis, Westlaw and the federal courts' Case Management/Electronic Case Files, and knowledge of the CM/ECF System is desirable. The ability to take dictation and read difficult handwriting is preferred. Applicants must exercise good judgment.

CONDITIONS OF EMPLOYMENT (continued):

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. §1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

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 available for public review on the [USCourts.gov website](https://uscourts.gov).

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.

*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

Visit our website



GENERAL EXPERIENCE: Progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

SPECIALIZED EXPERIENCE: Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

COURT OPERATIONS: Knowledge of or the ability to learn court operations, functions, and organizational structure. Basic understanding of court documents. Ability to use the court automated case management system in order to obtain or research information needed to perform duties.

INFORMATION TECHNOLOGY AND AUTOMATION: Knowledge and skill in the use of automated equipment including MS Outlook, Word and Excel applications. The applicant is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

JUDGMENT AND ETHICS: Ability to consistently demonstrate sound ethics and judgment, maintain court confidentiality and security requirements, and comply with the Code of Conduct for Judicial Employees.

APPLICATION PROCEDURE: To be considered for this position, please submit your resume detailing your education and work experience, a cover letter and an AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from <https://www.uscourts.gov/sites/default/files/ao078.pdf>. 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 email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to 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. Please submit your application to:

Personnel@nysd.uscourts.gov



EQUAL OPPORTUNITY EMPLOYER

