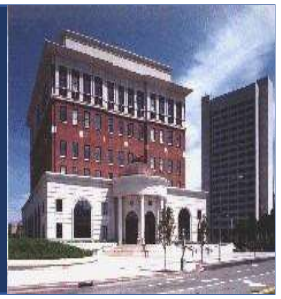
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF
NEW YORK



Position: **ADR Program Administrator**

Vacancy No.: **26-32**

Location: 40 Foley Square, New York, NY

Term: Permanent

Class Level: CL-25

Salary Range: **$58,169 - $94,588 per annual**
(Starting salary for non-Federal employees: $58,169 - $72,737 depending on work experience and qualifications)

Opening Date: 08/27/2026

Closing Date: 9/24/2026 (with preference given to applications received by 9/10/2026)

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)
- Pre-tax benefit programs
- On-site fitness center
- Employee assistance program (EAP)
- Mandatory enrollment in electronic funds transfer (EFT) for net pay

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.

INTRODUCTION:

The United States District Court for the Southern District of New York is a mission-driven workplace that values professional growth and exceptional public service. Whether you are beginning your journey in public service or advancing an established career, the Court offers a rewarding environment, benefits, and a schedule that supports work-life balance. Candidates who wish to grow professionally within a court environment are strongly encouraged to apply.

POSITION OVERVIEW:

The Alternative Dispute Resolution (ADR) Program Administrator provides administrative and technical assistance to the Court's ADR Program. The incumbent will utilize multiple computer programs including Word, Excel, Forms, CM/ECF, and Adobe to perform case management, including entering data, and generating and preparing statistics. The incumbent will interact with visitors and mediation participants in person, and via telephone and video conference, will answer questions from the public, the Bar, and chambers, and will direct visitors/callers to the appropriate person or department within the Court. The incumbent will assemble materials for meetings and trainings; draft and edit program documents; and provide assistance with conferences, trainings, and other meetings. The incumbent will coordinate the hiring and training of interns and volunteers. The incumbent will also perform other duties as assigned. The incumbent reports to the Chief of the ADR Program.

DUTIES AND RESPONSIBILITIES:

- Assist with mediation case management including docketing and database tracking.
- 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.
- Monitor deadlines and determine need for action by the chambers, staff, or mediators.

CONDITIONS OF EMPLOYMENT (continued):

In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

(1) U.S. citizen,

(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, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

The successful candidate for this position is subject to a background check for high-sensitive clearance. 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.

DUTIES AND RESPONSIBILITIES (continued):

- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and information; prepare statistical tables and reports. Generate standard reports from databases and computerized systems.
- Perform receptionist duties by greeting visitors/clients in person, and by telephone and video conference, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Respond to questions over email and phone related to the status and scheduling of cases. Identify emergencies or unique matters and work with counsel and chambers as appropriate.
- Prepare correspondence, reports, and documents.
- Maintain, update, and track electronically filed documents and information.
- Prepare, proofread and edit materials prepared by others for accuracy, proper grammar, and spelling.
- Maintain office reference materials, such as administrative manuals, training manuals, and program forms.
- Assist with coordinating conferences, trainings, and other meetings.
- Assist with maintaining and updating the office's website by contributing content and design assistance.
- Hiring and training interns and volunteers.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

To qualify for the position of ADR Program Administrator at CL-25, the applicant must be a high school graduate or equivalent and possess one year of specialized experience.

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.

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.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

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PREFERRED KNOWLEDGE, SKILLS AND ABILITIES (continued):

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

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.

WRITTEN AND ORAL COMMUNICATION: Must have excellent interpersonal skills and be able to effectively communicate (orally and in writing) to individuals and groups. Ability to interact professionally with a wide variety of stakeholders, providing exceptional customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

APPLICATION PROCEDURE:

To be considered for this position, please submit your:

1. Resume detailing your education and work experience.
2. 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.
3. AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from: www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment.

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. Only applicants that are selected for testing will be contacted. Please submit your application to:

Careers@nysd.uscourts.gov

EQUAL OPPORTUNITY EMPLOYER

The U.S. Federal Courts are committed to equal employment opportunity without regard to race, color, religion, national origin, sex, age, disability, or any other protected characteristic.