



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

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February 27, 2015

Vacancy Announcement – #15-06/ADRADMIN

ADR Administrator

Brooklyn Courthouse – 225 Cadman Plaza East

Salary range: CL-28 (\$85,008 - \$102,917), commensurate with education and experience.

Promotion potential to CL 29 without further competition.

Closing date for receipt of resumes: Wednesday, March 18, 2015 or open until filled.

Position Summary:

The United States District Court has an opening for the position of **ADR Administrator** based at the Brooklyn Courthouse. The ADR Administrator plans, develops and implements the court-annexed alternative dispute resolution program (ADR) for the court. Assists with formulating policies and procedures related to the ADR-Mediation Program and works with Judges, Clerk of Court, committees of the Court and advisory groups in rules and procedures designed to achieve ADR related court goals.

Duties and Responsibilities:

- Meet and work with judges, court staff, attorneys, litigants, mediators and arbitrators, to coordinate and develop direction and organizational needs of the ADR program.
- Draft and propose any revisions of Local Rules, orders and procedures; design and implement ADR programs, data collection systems and evaluation processes that will improve the efficiency and effectiveness of the ADR program.
- Serve as a resource to provide information about the Court's ADR program to parties, Mediators and Arbitrators serving on the Court's ADR panels, the judges and Court staff, lawyers, other courts and the public. Train court personnel, handle assigned correspondence and create reports; make or assist with presentations at local, regional or national ADR seminars.
- Serve as mediator in assigned EDNY cases to attempt early resolution using various ADR techniques and expert communication skills.
- Manage the EDNY mediator and arbitrator panels including the selection, training, assignment, and evaluation of neutrals.
- Monitor legal decisions and state and federal legislative action in the ADR arena and advise the Court of new developments in other courts and the private sector that should be considered and incorporated.
- Conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day clerk's office and/or court activities, or assigned projects. Conduct research on specific legal questions and report on the results of such research.
- Prepare reports in areas including, but not limited to, mediator utilization and the court's internal controls and local rules. Review statistical data and act as a resource on data collection.
- Assist in the development of guidelines by which the federal and local rules are applied in cases filed with the court that are eligible for mediation. Review and draft changes to local rules, administrative orders of the court, forms and guidelines.
- Develop and facilitate presentations, including visual presentations, for judges or staff regarding special projects or topics.
- Draft responses to inquiries from attorneys and the public regarding procedures or information requests for non-legal advice about the court's mediation processes.
- Prepare responses to requests for assistance from the Administrative Office of the U.S. Courts, other clerk's offices, or as directed regarding proposed amendments to policies, codes, rules, and official forms.
- Perform other duties as assigned.

Eligibility Requirements:

To qualify for this position, an individual must possess a Juris Doctor (JD) accredited by the American Bar Association and admitted to a Bar in a state or federal jurisdiction. At least three years of progressively responsible post-graduate legal experience required and experience in ADR/Mediation field is strongly preferred.

The successful candidate must also demonstrate the ability to handle multiple projects and tasks at one time. Additionally, he/she must present a professional demeanor; possess strong office and organizational skills; possess excellent oral and written communication skills; and, must be able to work in a team environment.

Applicant Information:

Applicants must be U.S. citizens or lawful permanent residents actively seeking citizenship. Employees must adhere to the Code of Conduct for Judicial Employees. The successful candidate is hired provisionally, pending the results of an OPM Background Investigation. The incumbent will also be subject to periodic reinvestigations. In addition, the successful applicant must satisfactorily serve a one (1) year probationary period.

Benefits:

Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees, including paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, and a portable retirement plan with matching contributions. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

To receive consideration, qualified applicants should submit an application package which includes a resume, a cover letter noting qualifications, along with the [Application for Federal Judicial Employment](#) via email to: nyed-applications@nyed.uscourts.gov. Application packages can also be mailed to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
Attention: Jeffery Howell, Human Resources Manager**

Please note Vacancy Announcement #15-06/ADRADMIN on your correspondence. Only complete application packages will be considered. Preference will be given to application packages that are received by 3/18/15. Due to the volume of applications received, the Court will communicate only with those individuals who are invited for a personal interview. The court reserves the right to conduct interviews prior to the closing date for receipt of applications. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The U.S. District Court is an Equal Opportunity Employer.