



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement Announcement #17-08ADMINASST

Position: Administrative Assistant

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: Starting Salary: CL 23/1 (\$37,108) to 24/1 (\$41,086)*

*Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level without further competition.

Opening Date: Wednesday, March 8, 2017

Closing Date: Preference will be given to applications submitted by **Friday, March, 24 2017**.
Position is open until filled.

Introduction:

The Clerk's Office of the U.S. District Court is looking for candidates to join our team as an Administrative Assistant. The Administrative Assistant provides administrative and technical support with approved procedures, policies, and internal controls.

Representative Duties:

- Prepare form letters, reports, notices, and other correspondence from templates and notes. Maintain correspondence and other files and document control records. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices. Prioritize and route all internal communications throughout the court unit as appropriate.
- Perform office reception duties, including answering telephones and greeting in-person visitors. Answer routine questions and direct callers or visitors to appropriate person.
- Maintain and monitor human resources records, including payroll and leave records using HRMIS, while adhering to national and court guidelines. Track and enter time-sensitive data, such as employees' date of promotion and step increases. Maintain leave and timekeeping records.
- Schedule appointments, arrange interviews and meetings, and maintain office calendars. Assist in preparing and Distributing vacancy announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, pre-employment tests, and issuing credentials, identification cards and transit vouchers. Assist with locating, scanning, copying and filing documents. Maintain, update, and track both paper and electronically filed documents.
- Maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports; gather data for management review and draft reports based on statistical data. Generate standard reports from databases.
- Assist with employee recognition programs and other related events, such as blood drives and combined federal campaign. Assist with processing associated with intern/extern programs.

- Performs other duties and responsibilities as assigned.

Qualifications:

To qualify for the minimum starting salary (CL 23/1), an individual must have a high school diploma or equivalent, two years of general clerical or office experience (possession of a bachelor's degree from an accredited educational institution also qualifies). For CL 24/1, the qualifications is based on the minimum requirements noted above, plus the following experience:

1-2 years of progressively responsible administrative and clerical work that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, rules, regulations, practices and principles, such as in HR or finance to successfully perform the duties of the position. The routine use of automated software and keyboarding for word processing, data entry and report generation is required.

The successful applicant should have excellent written, organizational and technical skills with a minimal data entry speed of 45 wpm. The successful applicant must have excellent interpersonal and verbal communication skills, be well organized, have attention to detail, and be able to work independently and shows initiative in starting, prioritizing and completing tasks.

Preferred Qualifications:

A college degree is preferred. Administrative experience in a position that required confidentiality is a plus.

Benefits:

The United States District Court offers a generous benefit package to full-time permanent employees which include:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Participation in Federal Employees Retirement System
- Health, Dependent & Commuter Reimbursement Programs (optional)
- Fitness Center Membership (fee req'd, optional)
- Thrift Savings Plan (401k style) (optional)
- Life Insurance (optional)
- Long-Term Disability Plan (optional)
- Long-Term Care Insurance (optional)
- Medical, Dental & Vision Coverage (optional)
- Credit Union Participation

How to Apply:

Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, résumé, and [Application for Judicial Employment \(AO78\)](#) located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0> to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
or you can apply via email at:
nyed-applications@nyed.uscourts.gov**

Applicant Information:

The selectee considered for this position is required to complete a criminal background check. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and completing a one (1) year probationary period. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Court reserves the right to withdraw or revise this announcement, or to conduct interviews at any time prior to the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

United States District Court for the Eastern District of New York is an Equal Opportunity Employer.