



United States District Court Eastern District of New York

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Vacancy Announcement Announcement #17-27ADMINSPEC

Position: Administrative Specialist – Office of the District Executive

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: CL 27-28 (\$54,935 - \$107,010*)

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. 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: Thursday, December 7, 2017

Closing Date: Open Until Filled (Preference given to applications received by December 21, 2017)

OVERVIEW: The Administrative Specialist performs a variety of professional administrative duties for the Office of the District Executive. The incumbent serves as assistant to the District Executive and is responsible for multiple areas of court administration, including space and facilities, budget, procurement and financial administration, logistics, and judicial support.

DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to: coordinating building occupancy plans; serving as liaison between the District Court, District Executive, Circuit Executive, U.S. Marshals Service, General Services Administration (“GSA”), GSA project staff and consultants, architects, developers and contract quality managers; disseminating information to appropriate entities; studying, resolving, and/or recommending solutions to issues with work performance; preparing summaries and data concerning work-in-progress for departmental use, as well as for the Administrative Office of the Courts (“AO”), judges and other agencies; serving as contact for all projects, retaining project data and information, and responding to inquiries about projects, including writing reports as requested; coordinating and cataloguing resources and the use of court space by outside agencies and organizations for civic and legal education; assisting in special event planning, processing and approval; assisting with the curating and management of the Court’s art gallery; assisting with the Court’s security and safety programs, including oversight of the Facility Security Committee, Continuity of Operations Planning and Occupant Emergency Plan; preparing requests for purchases; procuring and distributing equipment, supplies, miscellaneous services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts; maintaining and analyzing JIFMS and other legacy systems, Infoweb, Excel spreadsheets, and in-house budgeting and accounting records; oversight of funding allotments and tracking and reporting receipt and expenditure of funds, as well as prioritizing expenditures to adhere to judicial budgetary constraints; assisting the District Executive with confidential investigations of equal employment opportunity complaints and employee dispute resolution; assisting the District Executive with oversight of press and media relations; and performing other duties as assigned.

REQUIRED QUALIFICATIONS: Applicants must have a high school diploma or equivalent. To qualify for the CL-27 level, the applicant must have a minimum of two years of specialized experience (defined below), including at least one year at or equivalent to the CL- 25 level. To qualify for the CL-28 level, the applicant must have two years of specialized experience, including at least one year at or equivalent to the CL- 27 level. Applicants must have exceptional organizational skills and keen attention to detail, quality and accuracy. Applicants must have excellent interpersonal skills with ability to facilitate discussions with managers and executives regarding budget issues, needs, and requests, interact effectively with others, provide customer service and resolve difficulties effectively and courteously while complying with regulations, rules, and procedures. Applicants must have excellent time management and communication skills. Applicants must be able to travel within or outside the district as necessary to attend meetings, conferences or training.

PREFERRED QUALIFICATIONS: Knowledge of U.S. Courts Design Guide, and General Services Administration (GSA) Design and Construction Guide; the ability to work with architects, developers, government agencies, interior designers, vendors, judges and technical consultants; knowledge of government procurement policies and contracts; ability to coordinate complex building programs; knowledge of the functions and operations of judicial support offices, judges' chambers, courtrooms and adjunct facilities; and knowledge of the mission of court support units and related justice agencies also is preferred. Familiarity with courthouses or other public sector construction projects is desirable. A college degree in public administration, business, finance, accounting and/or budgeting from an accredited educational institution is preferred. Prior experience financial and/or budget/accounting experience is preferred.

SPECIALIZED EXPERIENCE: Progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

APPLICATION PROCEDURE: To be considered for this position, please submit a resume detailing your education and work experience, along with 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. Resumes without the cover letter addressing the qualifications will not be considered.

Please mail your resume and cover letter to:

U.S. District Court

Eastern District of New York

225 Cadman Plaza East

Brooklyn, NY 11201

Attn: Office of the District Executive

Or submit your resume and cover letter online at:

nved-applications@nyed.uscourts.gov

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY. APPLICANTS MUST BE UNITED STATES CITIZENS.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER