



United States District Court Eastern District of New York

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Vacancy Announcement Announcement #18-03/PROJARCH

Position: Project Architect - Office of the District Executive

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: CL 29/01 – 29/13 (\$79,918 - \$89,922)
Depending on experience, salary and qualifications

Opening Date: Thursday, April 26, 2018

Closing Date: Open Until Filled

POSITION OVERVIEW: The United States District Court for the Eastern District of New York seeks a Project Architect to assist with the day-to-day project management of several large and small construction projects in four federal courthouses within the Eastern District of New York. He/she will be responsible for working with the District Executive and Second Circuit ACE for Space & Facilities on these projects. Duties include: oversee both design and construction of large and small interior alteration construction projects; meet with various court unit executives, government agency representatives, architects and interior designers to manage all of these space projects on behalf of the District Executive and ACE for Space & Facilities; attend meetings to ensure that the courts' space needs are addressed; provide reports to the District and Bankruptcy Court Chief Judges, the District and Bankruptcy Clerks of Court and the Second Circuit ACE for Space and Facilities regarding the projects; and perform other duties as assigned. This position is within the District Executive's Office, and reports directly to the District Executive. Limited travel is required.

REQUIRED QUALIFICATIONS: A minimum of seven years specialized experience related to the duties described above. The work requires effective oral and written communication, organizational and interpersonal skills. Proficiency with AUTOCAD is required. BArch or MArch is preferred.

APPLICATION PROCEDURE: Please submit a résumé in Adobe format (.pdf) detailing your education and work experience, along with a cover letter noted with the vacancy announcement number above in one document (please make the file name your Last Name, First Name) to:

nyed-applications@nyed.uscourts.gov

Attn: Human Resources

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

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

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER