



# United States District Court Eastern District of New York

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## VACANCY ANNOUNCEMENT Announcement#: 22-15/ADRADMIN

<b>Position:</b>	ADR Administrator
<b>Location:</b>	Brooklyn Office – 225 Cadman Plaza East
<b>Position Type:</b>	Full-Time Permanent
<b>Salary:</b>	CL 28 (\$92,245) - (\$119,959) per year <b>Promotion potential to CL 29 without further competition.</b>
<b>Application Deadline:</b>	August 31, 2022

### Position Summary:

The United States District Court has an opening for the position of **ADR Administrator** based at the Brooklyn Courthouse. The ADR Administrator works with the EDNY ADR Oversight Judge to plan, develop and implement 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 is 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.

**Benefits:** Benefits include participation in the three-tier retirement program which consist of the Federal Employees' Retirement System, Social Security Retirement Program, and Thrift Savings Plan (similar to a 401k plan with employer matching contributions). Additional benefits include Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, 11 paid holidays, annual/sick leave accrual, fitness membership (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

**Applicant Information:** The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer or the employee with or without cause.

**How to apply:** Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position and a résumé, **in one PDF document** to the court's employment application box:

<https://edny.app.box.com/f/6eda4b0fb75149b480156e65042b658b>:

1. Letter of interest;
2. Résumé;
3. Completed [Application for Judicial Branch Federal Employment, form AO78](#). **(Do not complete questions 18-20, see paragraph below)**

Address your cover letter to:

**Attn: Jeffery Howell, Human Resources Manager  
United States District Court, EDNY  
225 Cadman Plaza East  
Brooklyn, New York 11201**

**You do not have to complete questions 18-20 on the Application for Judicial Branch Federal Employment (AO78).** Initial appointment of the successful applicant is provisional pending the required fingerprint and background investigation once an offer of employment is made. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. **Incomplete applications will not be considered.**

**COVID-19 Policy:** The U.S. District Court for the Eastern District of New York currently has a COVID-19 vaccination policy in effect. All employees must be fully vaccinated (two doses of Pfizer or Moderna or one dose of Johnson & Johnson) or request and receive exemption from the policy for medical or religious reasons from the court.

**Miscellaneous Information:** The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice. Applications may be reviewed on a rolling basis. Persons selected to be interviewed will be required to travel to the interview location at their own expense. This position is subject to mandatory electronic direct deposit of salary payments. Applicants must be a United States Citizen or qualifying non-citizen. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Successful applicants that are non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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