



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement Announcement #22-17/EXECASST

Position: Executive Assistant

Location: Brooklyn, NY - 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: Salary: CL 27 (\$61,564 - \$100,056)

Opening Date: Wednesday, August 17, 2022

Closing Date: Friday, September 9, 2022

Position Overview:

The Executive Assistant provides, performs and coordinates administrative services for the Clerk of Court and Chief Deputy Clerks. The incumbent ensures the efficient management of events, meetings, ceremonies, correspondence, reports, and resources, and analyzes problems and develops solutions. The incumbent serves as the court's central resource for maintenance of the Clerk's files and procedures, and for executive committees' action items and meeting coordination. The incumbent acts as court reporter coordinator, overseeing assignment of the court calendar and ensuring reports and transcripts are filed according to Administrative Office of the U.S. Courts (AO) guidelines.

Duties and Responsibilities:

- Prepares executive correspondence, legal documents, reports, and other materials for the Clerk or Chief Deputy for review and/or signature. Reviews and edits materials prepared by others for the Clerk's signature.
- Writes, edits and revises policies procedures, guides, manuals and other documents in support of administrative and operational areas of the court, and for use by court staff, the bar and the public. Edit and proofread materials prepared by others for signature by the Clerk or Chief Deputy for accuracy, proper grammar and spelling. Sign routine correspondence as authorized.
- Manage and oversee preparation of reports provided to judges and court unit executives on periodic statistical analyses and inform them of new procedures affecting the court.
- Initiates and manages special projects, research and similar activities, as applicable. Serves as project manager for special initiatives and assignments.
- Serves as court reporter coordinator. Manages and maintains the daily and quarterly court reporter schedule. Makes changes if needed and distributes final product to chambers, government agencies and court staff. Coordinates leave requests from court reporters and modifies calendar to meet court reporting requirements. Acts as the liaison between parties and court reporters when issues arise regarding transcript requests. Ensures that court reporters provide their quarterly and annual transcript reports for transmission to the AO.
- Consults and coordinates with Clerk's Office managers to follow-up on behalf of the Clerk on the implementation of new/revised procedures, methods, and other work-related changes.
- Assists the Clerk in preparation of materials in support of the Court's standing committees. Assists on special projects assigned to the Clerk, Committees of the Court, and the Chief Judge of the court.
- Serves as liaison to the Judges' chambers, the administrative and operational support divisions of the Clerk's Office and the AO. Disseminates communications from the AO to appropriate staff and follows up on action items to ensure a comprehensive and coordinated response on behalf of the Clerk's Office.
- Establishes and maintains subject-matter files. Updates files and disposes of material as necessary. Maintains office reference materials, such as administrative manuals, bulletins, memos, etc., and files supplemental issuances of

same. Maintains correspondence control records.

- Prepares agendas for court or judicial meetings. Attends to the needs of the participants and prepares materials as required.
- Screen requests for information from attorneys, representatives of other agencies, and the public concerning the work performed in the court.
- Maintain calendars for Clerk and Chief Deputy. Arranges for travel and lodging for the Clerk and Chief Deputy; prepares travel authorizations and travel vouchers in accordance with judiciary and local policies and regulations. Audit and review travel vouchers for accuracy.
- Receives, screens, and refers telephone calls and personal visitors. Answers general inquiries and provides assistance to the public. Maintains confidentiality in all matters of the Court and the Clerk's Office. Receives, screens and routes mail to appropriate persons or offices. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the court to appropriate individuals.
- Serves as event coordinator for special projects, such as portrait hanging ceremonies, dedication ceremonies, or other events sponsored by the court. Responsibilities include development of invitation lists and receipt of RSVPs, design and procurement of invitations and programs, and facility arrangements.
- Coordinate conferences and meetings. Act as secretary at meetings, preparing materials and taking and distributing minutes of proceedings.
- Coordinates general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Serves as liaison to the General Services Administration (GSA) for office physical needs (heating, cooling, lighting, cleaning).
- Performs other duties as assigned.

Required Experience/Qualifications:

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) and two years of specialized experience.

The successful applicant must be highly skilled in Microsoft Office Suite, including Word and Excel, as well as Adobe Acrobat.

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, such as project management, executive assistant or administrative support work.

The successful applicant should have excellent written, organizational, proofreading and technical skills with a minimal data entry speed of 50 wpm. Excellent interpersonal and verbal communication skills, have attention to detail, and be able to work independently and shows initiative in starting, prioritizing and completing tasks. The ability to gather information from a variety of individuals and groups, including judges, lawyers, court unit executives, managers and administrative personnel. Candidates should possess strong organizational and people skills; good judgment, tact and initiative; the ability to express oneself clearly and concisely, both orally and in writing. Candidates should have the ability to work harmoniously with others in a team-based organization. The ability to maintain confidentiality is critical.

Court Preferred Experience/Qualifications:

Possession of an Associates' or Bachelors' degree, three or more years of specialized experience working administrative duties to a supervisor or manager. Knowledge of Microsoft Teams OneDrive, OneNote and SharePoint is a plus.

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/ef4b4007cdca49238d39452586c5e84f>:

1. Letter of interest;
2. Resume;
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**

Documents must be submitted as a single PDF document. Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice.

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. 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.