



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement Announcement #23-10/ADRCLK

Position: ADR Clerk

Location: Brooklyn, NY - 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: Starting Salary: CL 24/1* (\$48,349) to 25/24* (\$66,200)

*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: Friday, June 2, 2023

Closing Date: Friday, June 16, 2023

Introduction:

The Clerk's Office of the U.S. District Court is looking for candidates to join our team as ADR Clerk. The ADR Clerk provides administrative assistance to the Court's Alternative Dispute Resolution (ADR) Program. The incumbent is responsible for case management for matters referred to the Court's ADR Annexed Programs. The incumbent will also assist in scheduling mediations, arranging ADR events, and other administrative matters.

Representative Duties:

- Monitor cases designated for ADR (i.e., pretrial order, completion of discovery, status of motions, etc.) from start to completion. Special attention to ensuring parties are meeting stated deadlines, and sending reminders as needed.
- Prepare and distribute notice to counsel/parties of ADR programs. Prepare order or notice designating cases for ADR.
- Set up and update tracking or logging system for cases designated for program.
- Assist ADR Administrator in scheduling interviews of candidates for the courts' mediation and arbitration panels; assists with neutral quality assessment.
- Assist ADR Administrator with attorney admissions for the Mediation Advocacy Program.
- Serve as liaison between the chambers, court staff, the Bar and the public regarding the status of ADR cases and procedures. Greet the public, attorneys, mediators, arbitrators and visitors to the court, whether in person or over the telephone, in a courteous, patient, and professional manner. Provide accurate answers to questions regarding the docket or general court information to both internal and external customers. Maintain current knowledge of the court's ADR requirements, CM/ECF events and reliefs, and Local and Federal Rules.
- Assist in the setup of training or programs for arbitrators/mediators.
- Gathers & maintains internal records and statistics regarding mediation and arbitration panel evaluations.
- Enters case information on CM/ECF system. Identifies and corrects errors on case information and ensures parties receive appropriate documents and notice of filings from the CM/ECF system.
- Update and manage neutral profiles on the court's ADR Website.
- Perform other duties as assigned

Qualifications:

To qualify for the minimum starting salary (CL 24/1), 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) and one year of specialized experience. Pay setting beyond the starting salary will be based on the minimum requirements noted above, plus at least 2 years specialized experience. Specialized experience is responsible clerical work requiring the routine use of keyboard skills and use

of specialized terminology, with demonstrated ability to apply a body of rules, regulations, directives or laws (generally found in courthouses, law firms, insurance offices, educational institutions, etc.)

The successful applicant should have excellent written, organizational and technical skills with a minimal data entry speed of 45 wpm. Excellent interpersonal and verbal communication skills, courtesy in dealing with the public, positive attitude and consistent delivery of excellent customer service is required. The successful applicant must be well organized, have attention to detail, and be able to work independently and shows initiative in starting, prioritizing and completing tasks.

Preferred Skills:

A college degree is preferred. Experience in a courthouse, law firm, social service, insurance office or educational institution is preferred.

Benefits: Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), 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 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/da98256c6b374db9bf9e0fca19eb465a>

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

Incomplete applications will not be considered.

Background Information: 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.

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: 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 the applicant has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point 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).

The U.S. District Court for the Eastern District of New York 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.

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