



# United States District Court Eastern District of New York

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## Vacancy Announcement Announcement#: 25-06/ADRCOR

**Position:** ADR Coordinator

**Location:** Brooklyn Office – 225 Cadman Plaza East

**Position Type:** Full-Time Permanent

**Salary Range:** CL 25 - CL 26 (\$57,615 - \$79,306)

\*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:** Monday, January 13, 2025

**Closing Date:** Friday, January 31, 2025

The ADR Coordinator provides administrative and technical support to the Court's Alternative Dispute Resolution (ADR) Program. The ADR Coordinator implements existing and pilot ADR programs and assists with program development.

### **DUTIES AND RESPONSIBILITIES:**

- Implement existing ADR programs using court rules, procedures, and documents.
- Review legal documents submitted to the court as part of the assessment for referral to an ADR Program.
- Respond to questions over email and phone related to the status and scheduling of cases. Identify emergency or unique matters and work with counsel and chambers as appropriate. Ensure confidentiality of sensitive information. Keep judges, staff, and neutrals informed of case progress or proceedings.
- Track and monitor cases designated for ADR (including but not limited to orders, motion practice, appearances) review daily electronic reports to identify new filings. Monitor compliance with court orders, deadlines, and initiate appropriate action as needed.
- Create and docket orders and notices in the court's Case Management/Electronic Case Filing (CM/ECF) System according to court or ADR Department policy. Create and update templates and standard documents for orders and other related documents. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed.
- Monitor deadlines and determine need for action by the chambers, staff, or neutrals. Proofread documents before submission to judges or neutrals. Monitor caseload and maintain organization of filings and correspondence related to cases. Compile and arrange information and data and prepare required periodic reports regarding court activities.
- Monitor and update database as part of case management.
- Perform edits and take corrective actions to ensure the accuracy of data, files, and records.
- Prepare statistical reports and monitor reports generated from CM/ECF. Maintain awareness of CM/ECF changes and test new events.
- Assist with neutral quality assessment.
- Serve as liaison between the chambers, court staff, the Bar and the public regarding the status of ADR cases and procedures to ensure that cases proceed smoothly and efficiently.
- 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, programs or events.
- Perform other duties as assigned.

**REQUIRED QUALIFICATIONS:** High school degree or equivalent. To qualify for the minimum salary (CL 25), an applicant must have two years of specialized experience. To qualify for the highest classification level (CL 26), an applicant must have three years

of specialized office experience requiring the regular and recurring application of clerical procedures. Specialized experience includes a demonstrated ability to apply a body of rules, regulations, directives, or laws as might be found in a law, real estate or insurance office, or a Clerk's Office in a federal, state or local court. Ideal candidates are exceptionally organized, flexible, and able to manage multiple tasks. Outstanding interpersonal skills are a must, especially the ability to interact calmly and confidently with the public, attorneys, and court staff. Self-motivation and a strong work ethic are critical. The ability to develop, maintain and/or improve office or organizational procedures, including case-management systems and electronic records systems, is preferred. The strongest candidates also have demonstrated good judgment, teamwork, professionalism, and integrity. Familiarity with Adobe Acrobat, Microsoft 365 and related applications 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/7dfdc226b0874797bd5fe230876e8d66>

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

Address your cover letter to:

**Attn: Jeffery Howell, Director of Human Resources  
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.

**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). 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 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.**