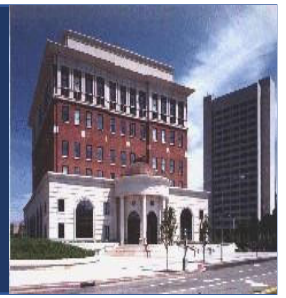




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**Position:** Administrative Assistant (Interpreters Unit)

**Vacancy No.** 22-27

**Location:** 500 Pearl Street, New York, New York

**Term:** Permanent

**Class Level:** CL-23

**Salary Range:** \$41,597 - \$67,610

(Depending on qualifications & experience)

**Opening Date:** August 19, 2022

**Closing Date:** Open Until Filled

## BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

**DUTIES AND RESPONSIBILITIES:** The incumbent, working under the direction of the Chief Interpreter, provides clerical support to the Interpreters Unit. These duties include providing reception support to contract interpreters, attorneys, and court personnel; responding to questions, providing information, documents, and instructions in-person, over the telephone, and by e-mail; receiving and following up on interpreter requests and cancellations by telephone and e-mail; receiving and distributing office mail. The incumbent will be responsible for the processing of contract interpreter payments. These duties include: reviewing claim forms for accuracy; preparing and submitting payment vouchers through the Court's electronic payment system; tracking payment status with Microsoft Excel; responding to and following up on payment inquiries by phone, e-mail or in person; verifying case information and calculating travel costs; and sending forms and documents by e-mail to contract interpreters; reviewing and submitting the clearance forms required to go to the Metropolitan Correctional Center and Metropolitan Detention Center. The incumbent will also arrange FBI background checks for contract interpreters and assist with other statistical or clerical work as needed, including, but not limited to, database entry, filing, ordering of supplies, typing and performing other duties as assigned. The duty hours for this position are from 8:30am to 5:00 pm. This position is telework eligible, as needed.

**REQUIRED QUALIFICATIONS:** Minimum requirements include high school diploma or equivalent and two years of general experience. Applicants must be able to multitask, prioritize, pay exceptional attention to detail and have organizational skills to ensure that workflow runs smoothly. Possess proficient mathematical skills to review calculations on vouchers and must be computer literate. Excellent customer service skills are required along with the ability to communicate effectively, both orally and in writing. Applicants must be able to type at least 50 words per minute. A college degree, high proficiency in Microsoft Excel, and Acrobat Adobe; knowledge of legal terminology are all highly desirable qualifications. **This position is eligible for promotion to the CL-24 after 1 year without further competition, subject to an exemplary annual performance review and evaluation.**

## **CONDITIONS OF**

**EMPLOYMENT:** Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All new hires must be vaccinated against COVID-19 as a condition of employment; exemptions/reasonable accommodations for medical/religious reasons may be provided on case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

\*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

\*Specialized work experience attained in other governmental and private sector positions may be creditable, but that experience must be evaluated to determine whether the level of experience is equivalent to work at the specified CL. All internal applicants requesting review of work experience outside the federal judiciary as part of the qualification process, please contact Human Resources. \* Internal applicants who are permanent employees must be in their current position for one year to apply.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**EDUCATIONAL SUBSTITUTION:** College education may be substituted for general experience.

**APPLICATION PROCEDURE:** To be considered for this position, please submit your resume detailing your education and work experience along with a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for the testing process will be contacted. Please submit your application to:

**[Personnel@nysd.uscourts.gov](mailto:Personnel@nysd.uscourts.gov)**



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**EQUAL OPPORTUNITY EMPLOYER**

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