

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** February 23, 2016  
**POSITION:** Administrative Analyst  
**TERM:** Permanent  
**LOCATION:** 500 Pearl Street, New York, New York  
**CLASS LEVEL:** CL 28  
**SALARY:** \$64,172 - \$104,328  
(Depending on qualifications & experience)  
**CLOSING DATE:** March 8, 2016  
**VACANCY NO.:** 16-11DE

**POSITION OVERVIEW:** The Office of the District Executive seeks a highly motivated, responsible, detail-oriented administrative analyst to develop, analyze, evaluate, and advise on or improve the effectiveness of work methods, procedures, operations, programs, facilities, planning, and general management in the District Executive's Office. The Administrative Analyst provides a variety of management services essential to the direction and operation of the office. The incumbent oversees and provides guidance to temporary assistants and interns.

**REQUIRED QUALIFICATIONS:** The position requires a high school diploma or equivalent and two years of specialized experience, including at least one year equivalent to work at the CL-27 level; or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

**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.

**APPLICATION PROCEDURE:** To be considered for this position please submit a 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. Resumes without the cover letter addressing the qualifications will not be considered.

**Please submit your resume and cover letter to:**

United States District Court  
District Executive's Office  
500 Pearl Street, Room 820  
New York, New York 10007

OR

[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

**ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED**

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF**

**NET PAY THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND**

**CHECK APPLICANTS MUST BE UNITED STATES CITIZENS**

**EQUAL OPPORTUNITY EMPLOYER**