

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

June 9, 2016

Reference No.: FY 16-15

Position Title: Administrative Assistant
Location: Office of the Circuit Executive, New York, NY
Salary Range: CL 23/1 - CL 23/25 (\$36,177 - \$45,232)
Salary commensurate with experience, qualifications, and education
Closing Date: June 30, 2016

Position Overview: The Administrative Assistant is responsible for performing administrative support duties within the Office of the Circuit Executive. Duties include, but are not limited to: receiving phone calls and visitors; coordinating office travel; scheduling and preparing appointments, meetings, and conference calls; meeting with members of the community and local educational institutions; making building service and vendor calls; assisting with court events, including event calendaring and staffing; organizing and maintaining files; photocopying and scanning documents; maintaining property inventories; bill tracking; accessing card databases; preparing and updating reports, form letters, notices, and meeting booklets; and other administrative tasks as assigned. Travel may be required. Extended hours may be required for evening events.

Required Qualifications: Applicants must possess a high school degree or equivalent and at least two years of progressively responsible clerical or administrative experience. The position requires proven proficiency in Microsoft Word, and Excel and WordPerfect; strong organizational, interpersonal, oral and written communication skills; fast and accurate data entry skills; and the ability to multi-task and effectively prioritize work assignments. Meticulous attention to detail in a fast-paced, team-based environment and a demonstrated ability to handle confidential information is critical. Associate degree preferred. Education above the high school level may be substituted for required work experience.

Benefits: 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 10 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

To Apply: Please submit a cover letter and resume **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, subject line: Administrative Assistant, Reference No. FY 16-15. Only candidates selected for an interview will be notified and must travel at their own expense.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.