



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK

DATE: March 29, 2016
POSITION: Administrative Analyst (Judicial Assistant/Budget Analyst)
TERM: Permanent
LOCATION: 500 Pearl Street, New York, NY
CLASS LEVEL: CL27 - CL28
SALARY: \$53,544 - \$104,328 (Depending on qualifications and experience)
VACANCY NO: 16-15
CLOSING DATE: April 12, 2016

DUTIES AND RESPONSIBILITIES: The Administrative Analyst performs administrative and budgetary support services for the Office of the Clerk of Court. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources and analyzes problems and develops solutions. The incumbent standardizes office procedures and provides assistance and guidance to other unit support staff to ensure administrative consistency across court units within the Clerk's Office. The Administrative Analyst prepares, updates, and analyzes budget records and other ad hoc funding reports. The incumbent maintains oversight of funding allotments and associated spending and recommends and makes appropriate adjustments as directed. The Administrative Analyst produces reports in support of the formulation of the annual Clerk's Office budget and assists Clerk of Court and Chief Deputy Clerks with budgetary matters.

Maintain calendar and schedules for the Clerk of Court. Prepare executive correspondence, legal documents, and other materials, ensuring accuracy, proper grammar, and spelling for review and signature. Research inquiries and develop responses for the Clerk of Court and/or respond directly, as delegated.

Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.

Serve as liaison to judges' chambers and all other court support units, as well as the Administrative Office of the United States Courts and the Federal Judicial Center on behalf of the Clerk of Court.

Arrange travel and prepare travel vouchers for court unit executive in accordance with policies and regulations. Audit and review travel vouchers before submission for reimbursement.

Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.

Receive, screen, and refer telephone calls and in-person visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, members of the bar, as authorized, maintaining the confidentiality of sensitive matters.

Assist the Clerk of Court and Chief Deputy Clerks in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations as well as amounts needed to support desired enhancements. Perform data analysis and create projections based on different staffing options.

The incumbent develops and justifies budget requirements and executes approved and appropriately documented budget requests.

Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Participate in advance review and approval of major purchases.

Enter allotments or any adjustments to allotments into the Financial Accounting System for Tomorrow (FAS4T). Enter reprogramming or standard voucher transactions to move funds from one Budget Object Code (BOC) to another within a fund or from one fund to another in the financial system.

Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, intra-fund and inter-fund reprogramming requests and shared services agreements.

Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities and ensure that the total court unit allotment will not be exceeded.

The incumbent will report to the Clerk of Court and will perform other duties as assigned.

REQUIRED QUALIFICATIONS: Applicants must be high school graduate, or equivalent. To qualify for the CL-28 level, the applicant must have two years of specialized experience, including at least one year at or equivalent to the CL-27 level. To qualify for the CL-27 level, the applicant must have two years of specialized experience, including at least one year at or equivalent to the CL-25 level.

Strong interpersonal skills and superior communication skills, both oral and written, are essential. Excellent customer service skills are required. Previous management experience is preferred, but not mandatory. Successful candidates will have demonstrated exceptional customer service skills, superior interpersonal skills, and sound judgment in executing work performed at the court. The ability to type 50 words per minute is also required. A strong knowledge of judicial financial operations and procedures, court automation using Microsoft Excel, Microsoft Word and Adobe forms, and experience with FAS4T is preferred.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of secretarial management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in the financial industry, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

BENEFITS: The Federal Judiciary offers a comprehensive benefits package (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and commuter benefit programs).

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 announcement number), and identify how your education and/or experience relate to the duties and responsibilities of the position. Please include examples of excellent customer service rendered while executing your job duties in the past 12 months. Resumes without the cover letter addressing the qualifications, or missing examples of work performed that demonstrate excellent customer service, will not be considered. Only candidates selected for an interview will be contacted.

Please submit your resume and cover letter to:

U.S. District Court
500 Pearl Street
New York, New York 10007
ATTN: Human Resources, Suite 310
or Personnel@nysd.uscourts.gov

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. 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.

EQUAL OPPORTUNITY EMPLOYER