

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
DISTRICT COURT EXECUTIVE'S OFFICE**



DATE:	December 9, 2014
POSITION:	Administrative Assistant (two positions may be filled from this vacancy)
LOCATION:	500 Pearl Street, New York, New York
CLASS LEVEL:	CL 23
SALARY:	\$35,340 - \$57,428 (depending on qualifications and experience)
VACANCY NO:	15-04
CLOSING DATE:	December 22, 2014

[This is a permanent position subject to yearly renewal based on the availability of funds.](#)

DUTIES AND RESPONSIBILITIES: The incumbent, working under the direction of the Chief Interpreter, provides clerical support to the Interpreter Unit. These duties include: reception support to contract interpreters, attorneys, and court personnel; responds to questions, provides information, documents, and instructions in person, over the phone, and by e-mail; receives and follows up on interpreter requests and cancellations by telephone and e-mail; receives and distributes office mail. Incumbent will assist with the processing of contract interpreter assignments and payment processing. These duties include: processing and tracking financial data in interpreter claim forms; responding to and following up on payment inquiries by phone, email or in person; verifying case information and calculating travel costs; sending forms and documents by email to contract interpreters; arranging for FBI background checks; assisting with other statistical or clerical work as needed, including, but not limited to, database entry, telephone inquiries, filing, ordering of supplies, and typing; performs other related duties as required.

REQUIRED QUALIFICATIONS: Minimum requirements include high school diploma or equivalent and two years of general experience. The position requires strong interpersonal and organizational skills, computer literacy, attention to detail, and the ability to track information in different data bases. Incumbent must possess proficient mathematical skills to review calculations on vouchers.

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 a resume detailing your education and work experience, along with a cover letter. The cover letter should 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:

U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: HUMAN RESOURCES, SUITE 310
OR
Personnel@nysd.uscourts.gov

ONLY CANDIDATES 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