

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** November 21, 2016  
**POSITION:** Junior Project Architect/Space Planner  
(multiple positions may be filled from this vacancy)  
**TERM:** Full-Time Temporary – 1 year term  
**LOCATION:** 500 Pearl Street, New York, New York  
**CLASS LEVEL:** CL 23 – CL 24  
**SALARY:** \$36,177 - \$65,116  
(depending on qualifications & experience)  
**CLOSING DATE:** Open Until Filled  
[Preference given to resumes received by December 5, 2016](#)  
**VACANCY No.:** 17-06

**POSITION OVERVIEW:** The Office of the District Executive for the Southern District of New York seeks a Junior Project Architect/Space Planner to assist the Space and Facilities Manager in planning, coordinating and implementing the design and construction of projects. Duties include: assisting in formulating and recommending space planning options to the Space and Facilities Manager and court unit managers; preparing CAD drawings of court occupied/proposed spaces; designing and reviewing space layouts of projects during various stages of development; assisting in managing construction projects; providing reports to the Space and Facilities Manager and to the District Executive regarding all space matters within the Southern District of New York; and performing other duties as assigned. Travel is required.

**REQUIRED QUALIFICATIONS:** Applicants must be high school graduate, or equivalent, and have a minimum of one year of specialized experience related to the duties described above. This position requires effective oral and written communication, organizational and interpersonal skills. Proficiency with AUTOCAD is required. B.Arch. or M.Arch. is preferred.

**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  
Southern District of New York  
500 Pearl Street  
New York, NY 10007  
Attn: Office of the District Executive

**OR**

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**