

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: November 21, 2016
POSITION: Project Coordinator
(multiple positions may be filled from this vacancy)
TERM: Full-Time Temporary – up to 1 year term
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 24 – CL 25
SALARY: \$40,077 - \$71,932
(depending on qualifications & experience)
CLOSING DATE: Open Until Filled
[Preference given to resumes received by December 5, 2016](#)
VACANCY No.: 17-08

POSITION OVERVIEW: The position is located within the Office of the District Executive. The incumbent will manage a staff that is responsible for several courthouse upgrades and projects, including technology upgrades, relocations and renovations. The incumbent will be responsible for implementing, tracking and monitoring project timelines and ensuring that multiple projects are on schedule. Drafting memos for notices and interacting daily with court personnel and staff is also required. The incumbent of this position will provide staff with regular feedback, maintain performance standards, conduct performance evaluations, implement disciplinary action when necessary, and identify staffing and training needs.

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent. To qualify for the CL-25 level, you must have one year of specialized experience, equivalent to work at the CL-24 level. For CL-24, one year of specialized experience, equivalent to work at the CL- 23 level. Excellent customer service skills are required along with the ability to communicate effectively, both orally and in writing. A college degree is highly desired.

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