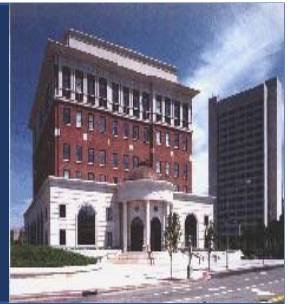




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



Position: Receptionist

Vacancy No. 2024-06

Location: 500 Pearl Street, New York, NY

Type of Appointment: Full-time/ Permanent

Number of Positions: One

Class Level: CL-23

Salary Range: \$46,066 – \$74,886

(Starting salary for non-Federal employees: \$46,066-\$57,594, depending on work experience qualifications)

Opening Date: 05/09/2024

Closing Date: 05/23/2024

Our Mission:

We assist the Court in the fair administration of justice by preparing presentence reports with objective, verified information and unbiased sentencing recommendations.

We protect the community by promoting accountability for justice-involved individuals.

We create meaningful opportunities for positive change in the lives of individuals under our supervision.

POSITION OVERVIEW: The Southern District of New York Probation Office seeks a receptionist to perform full-time reception coverage, Monday through Friday from 8:30am. - 5:00pm. This position is located in the United States District Court, Southern District of New York U.S. Probation Office. The incumbent will be responsible for managing the front desk and providing clerical and administrative assistance to the office.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include screening and referring telephone calls and visitors to the appropriate staff member, answering routine questions, processing incoming and outgoing mail, preparing various forms, entering and retrieving information from various databases and performing all other job-related duties as required. The position involves heavy telephone and public contact and requires considerable tact and patience. Bi-lingual (Spanish) is preferred but not required.

QUALIFICATIONS:

To be considered for this position you must be a high school graduate or equivalent. To qualify for the full range CL-23 level you must have two years of general experience.

GENERAL EXPERIENCE:

Progressively responsible clerical, office, or other work that 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.

Our Vision:

We are most successful when we work together as one unified organization. We serve specific roles in presentence investigations, post-conviction supervision or administration, but we are each instrumental to organizational success.

We achieve excellence when all employees are engaged and work toward clear and common goals. We commit to a fully inclusive, diverse, and compassionate work environment. We aspire to a culture of commitment, respect and comradery that values the contributions of each staff member. Leadership decisions are mission driven, human centered and values based.

We strive to conduct presentence investigations that result in fair sentences for all defendants appearing before our Court. We seek out and verify all information necessary to determine an appropriate sentence. Our sentencing recommendations are thoughtful, unbiased, and consequential to the fair administration of justice.

We champion positive change in the lives of individuals under our supervision through respectful engagement, active observation, and individualized services. We influence our client population through our presence, problem-solving and support, community partnerships, and accountability interventions when necessary. Our interventions are fair, objective and evidence based.

BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,
- (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

(Affidavit attached)

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 available for public review on the USCourts.gov website.

<https://www.uscourts.gov/rules-policies/judiciary-policies>.

APPLICATION PROCEDURE:

To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from: <https://www.uscourts.gov/sites/default/files/ao078.pdf>.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application.

Our Values:

Respect. All people are entitled to dignity. We treat each other, our client population and community stakeholders with courtesy. We believe that respectful engagement is essential to achieving our mission.

Integrity. We are honest and fair. We prioritize duty. We meet our obligations with grace and professionalism. We hold ourselves accountable for always doing the right thing.

Service. We are passionate in our mission. We show empathy to our colleagues, clients, and stakeholders. We persevere through challenges and are determined to contribute to positive changes in the community and the lives of justice-involved individuals.

APPLICATION PROCEDURE (Continued):

Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for interviews will be contacted. Please submit your application to: Personnel@nysd.uscourts.gov

Visit our website:



EQUAL OPPORTUNITY EMPLOYER

