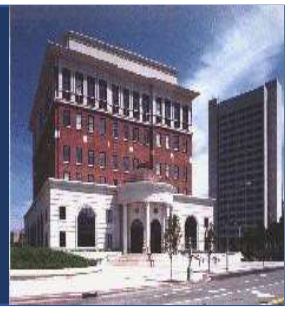




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



Position: Receptionist

Vacancy No. 2026-03

Location: 500 Pearl Street New York, NY

Type of Appointment: Full-time/ Permanent

Class Level: CL-23

Salary Range: \$47,546– \$77,343 (Starting salary for non-federal employees: \$47,546-\$59,465 depending on experience)

Opening Date: 04/17/2026

Closing Date: Open until filled

Area of Consideration: Open to all sources

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.

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.

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.

REPRESENTATIVE DUTIES:

- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Inform individuals under supervision/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise individuals under supervision/defendants reporting for the first time regarding officer assignment and basic initial procedures, as required.
- Prepare various forms, letters, memoranda, appointment notices, and other correspondence.
- Process incoming and outgoing mail.
- Electronically submit appropriate documents to outside agencies.
- Assist with conducting online criminal record checks through local or national law enforcement systems.
- Enter and retrieve information from various databases and perform all other job-related duties as required.

Our Vision (continued):

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.

- The position involves heavy telephone and public contact and requires considerable tact and patience. Bi-lingual (Spanish) is preferred but not required.

REQUIRED SKILLS:

Probation and Law Enforcement

- Skill in properly referring/routing telephone calls, visitors, and hand-delivered documents/materials. Skill in filing and knowledge of filing requirements. Skill in spelling, grammar, and proofreading. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask. Skill in organizing own work. Ability to apply probation policies, procedures, practices, and guidelines. Ability to learn the practices and procedures used in probation as applicable to the position.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds, including law enforcement personnel, court personnel, attorneys, individuals under supervision/defendants, and the general public, to provide customer service and information while complying with regulations, rules, and procedures.

Information Technology

- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using a multi-line telephone efficiently and in a timely manner. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in keyboarding, typing, and data entry. Ability to learn how to use automated/internet systems for conducting criminal records checks.

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 position's duties.

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.

EDUCATIONAL SUBSTITUTION:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

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.

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>.

The successful candidate for this position is subject to a Background check investigation for Highly Sensitive Clearance.

Visit our website:



APPLICATION PROCEDURE:

To be considered for this position, please submit your:

1. Resume detailing your education and work experience.
2. 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.
3. AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from: www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment.

Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. 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.

Please submit your application to:

Careers@nysd.uscourts.gov



EQUAL OPPORTUNITY EMPLOYER

