

# **UNITED STATES DISTRICT COURT EASTERN DISTRICT OF NEW YORK**

## **Vacancy Announcement**

### **District Executive**

#### Application Period:

Judicial Salary Plan Classification Level: JSP 16 - 17 - 18

Salary range: \$150,402 to \$174,000

Position open until filled

Expected Start Date: July 2, 2012

The United States District Court for the Eastern District of New York is seeking an experienced candidate for the position of District Executive.

The Eastern District of New York serves more than eight million residents in five counties, including the New York City Boroughs of Brooklyn, Queens, and Staten Island and the Long Island counties of Nassau and Suffolk. The District supports twenty-five U.S. District Judges, fifteen U.S. Magistrate Judges, the U.S. Probation Department, the U.S. Pretrial Services Agency, and U.S. Bankruptcy Court at four locations in Brooklyn and Long Island. The District Executive serves under the direction of the Chief Judge and the Board of Judges in managing many administrative functions of the District.

These functions include, but are not limited to, the following: financial management; human resources (including equal employment opportunity and employment dispute resolution); space and facilities; construction and renovation management; coordination of the Court's security and safety programs; and liaison between the Court unit executives within the District, the Circuit Executive's Office, the U.S. Marshals Service, the General Services Administration (and related consultants, architects, developers, and contract quality managers), the Legislative Branch, and state and local governments. The District Executive directs development and administration of comprehensive continuity of operations (COOP) and emergency preparedness plans. The District Executive is responsible for the disposal of property procured within the District. All press functions are handled by the Office of the District Executive. The District Executive is also responsible for the coordination and use of the Courthouse by law schools and bar organizations for mock trials, advocacy competitions, and seminars.

The Chief Judge and the Board of Judges oversee all Court agencies within the district.

## **QUALIFICATIONS**

### **EDUCATION**

An undergraduate or post graduate degree in public or information services or judicial administration or a related field or a law degree is required.

### **EXPERIENCE**

This position requires a minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least three of the ten years' experience should have been in a position of substantial management responsibility. Such experience typically includes operational knowledge, financial management, space and facilities management, human resources management, and long and short range planning.

### **BACKGROUND INVESTIGATION**

This is an executive, highly-sensitive position within the judiciary. Employment is provisional pending the successful completion of a ten year, full field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.

### **PROCEDURES FOR SELECTION**

The Court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicant. Some eligible relocation expenses may be reimbursable.

### **APPLICATION PACKAGE**

Qualified applicants should submit the following:

- Cover letter
- Resume detailing years of specialized experience, including management experience, dates of employment, salary history, functions managed, and the number and composition of personnel supervised
- In one typewritten page only, answer the following question: What would you bring to this position that is not apparent in your resume?

**Submit completed application packet to:**

Human Resources Manager, Clerk's Office  
U. S. District Court  
225 Cadman Plaza East  
Brooklyn, NY 11201

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

**BENEFITS**

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

*The United States District Court is an equal opportunity employer and values diversity in the work place.*