

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK



DATE: March 13, 2012  
POSITION: MAILROOM SUPERVISOR  
LOCATION: 500 Pearl Street  
New York, New York  
CLASS LEVEL: Up to CL-26  
(Depending on Qualifications)  
SALARY: Up To \$58,916  
(Depending on Qualifications)  
CLOSING DATE: March 30, 2012  
VACANCY NO.: DE 12-02

EQUAL OPPORTUNITY EMPLOYER

**DUTIES AND RESPONSIBILITIES:** The position is located in the District Court Executive's Office. The incumbent supervises mail room operations for five court facilities and over 60 judicial officers. Duties include the management of United States Postal mail and packages, private mail and courier mail. The incumbent manages a staff that accepts and unpacks, equipment, furniture, furnishings and various other items. The incumbent will supervise Mail Room Clerks with the sorting and distribution of mail and packages and the up-keeping of the mail room. Drafts memos for various communicative notices. Interacts daily with court personnel, Judges' Chambers staff, the Bar and the general public. In addition to other assigned duties, performs duties of staff when required. The Mail Room Supervisor will provide staff with regular feedback and will establish performance standards, conduct performance appraisals, implement disciplinary action (when necessary), select candidates and identify staffing and training needs. The incumbent will be responsible for the postage meter equipment, metering mail and tracking postage expenses. Physical labor will be required. The loading and driving of court vehicles is required.

**REQUIRED QUALIFICATIONS:** To qualify for the full CL-26 level, more than one year of specialized experience equivalent to work at the CL 25 level. **The successful candidate must have excellent verbal and written communication skills. Problem-solving and computer skills are required. Bachelor's Degree is highly desirable.**

**SPECIALIZED EXPERIENCE:** Progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees.
- The ability to exercise mature judgment, and
- Knowledge of the basic concepts, principles, and theories of management and ability to understand the managerial policies applicable to the judiciary unit involved.

**APPLICATION PROCEDURE:** To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, 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:

DISTRICT COURT EXECUTIVE  
U.S. DISTRICT COURT/SOUTHERN DISTRICT OF NEW YORK  
500 PEARL STREET, ROOM 820  
NEW YORK, NEW YORK 10007

**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  
**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**