

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK**



**DATE:** May 2, 2025  
**POSITION:** Emergency Preparedness Coordinator  
**TERM:** [Permanent – Part-Time](#)  
**LOCATION:** 500 Pearl Street, New York, NY 10007  
**CLASS LEVEL:** CL 28  
**SALARY RANGE:** \$83,545 - \$135,773 (\$40.17-\$65.28 per hour)  
(Depending on qualifications and experience)  
**CLOSING DATE:** May 16, 2025  
**VACANCY NO:** 25-05

**POSITION OVERVIEW:** The District Executive's Office for the Southern District of New York is currently accepting applications for the position of Emergency Preparedness Coordinator. The Emergency Preparedness Coordinator is responsible for providing recommendations, advice, and assistance with respect to all aspects of law enforcement coordination, emergency preparedness, continuity of operations planning, and emergency exercises for the District Court, Bankruptcy Court, Probation and Pretrial Services, and other federal court agencies within the district.

**DUTIES AND RESPONSIBILITIES:**

- Update the Occupant Emergency Plan (OEP) for the Southern District on a regular basis to ensure it is accurate and up-to-date.
- Update the Continuity of Operations Plan (COOP) for each court unit (U.S. District Court, U.S. Bankruptcy Court, and U.S. Probation Office, U.S. Pretrial Office) on a regular basis to ensure it is accurate and up-to-date.
- Coordinate with the Automation Manager for each court unit to ensure that the courts' IT Disaster Recovery Plans are accurate, up-to-date, and tested periodically.
- Develop memoranda of understanding (MOUs), as required, with relevant courts and agencies to provide alternative sites for court operations.
- Develop and provide training on the implementation of the OEP and COOP and conduct tests of all plans.
- Establish and maintain contact with the U.S. Marshals Service (USMS), Federal Protective Service (FPS), FEMA, GSA, Homeland Security and Emergency Management Agency (HSEMA), local court, law enforcement, fire, and public health officials, and the Judiciary Emergency Preparedness Office (JEPO).
- Participate in interagency COOP exercises and meetings to ensure effective interagency coordination
- Participate in court security committee meetings and other meetings that may relate to emergency preparedness.
- Recommend and maintain emergency supplies and shelter-in-place supplies. Ensure that supplies are operational, have not expired, and will meet the needs of users.
- Maintain and monitor AEDs located throughout the courthouse complex. Ensure that AEDs are operational and will meet the needs of users.
- Communicate with court unit executives and other identified court staff about information from JEPO, FEMA, and other emergency planning and relief agencies.
- Coordinate the implementation of Judicial Conference policies on emergency preparedness.

**REQUIRED QUALIFICATIONS:** To be considered for this position, applicants must be a high school graduate, or equivalent. To qualify for CL-28, applicants must have at least two years of specialized experience, equivalent to work at the CL- 27 level. This position requires excellent communication (written and verbal) skills, strong

customer service skills, computer literacy and knowledge of legal terminology. A college degree is highly desirable. The incumbent must be punctual and maintain good time and attendance.

**SPECIALIZED EXPERIENCE:** Includes having an understanding of the general law enforcement environment and judicial security issues, experience developing and implementing security-type details, developed negotiations skills in risk adverse environments, experience advising judges or high level managers in matters of emergency preparation or during emergencies, experience in or working knowledge of the judiciary, responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, and laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry and report generation.

**BENEFITS:**

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 and 26 days of paid vacation are provided, depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and twelve paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligible for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies or the military will be added to judiciary employment.
- For more information on benefits, you may visit: <https://www.uscourts.gov/careers/benefits>.

**APPLICATION PROCEDURE:** To be considered for this position, submit, in one PDF document, 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 relates to the duties and responsibilities of the position. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing the application. Resumes without the cover letter addressing the qualifications will not be considered.

Only applications submitted via e-mail will be accepted. 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, consisting of **one PDF document** containing a resume and cover letter to:

[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

**MISCELLANEOUS:** Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. The successful candidate for this position is subject to a background check.

Judicial employees are required to adhere to the Court's code of conduct, available for public review on the USCourts.gov website: [https://www.uscourts.gov/rules\\_policies/judiciary-policies](https://www.uscourts.gov/rules_policies/judiciary-policies)

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. District Court for the Southern District of New York reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

**EQUAL OPPORTUNITY EMPLOYER**