



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement Number: 26-04
Opening Date: May 14, 2026

VACANCY ANNOUNCEMENT

JOB TITLE: Space & Facilities Specialist (Full-Time, Permanent)

SALARY RANGE: \$70,392 - \$114,425 (CL 27)
\$84,358 - \$137,165 (CL 28)
Depending on qualifications and experience. Appointment at CL 27 has future promotion potential to CL28 without further competition.

CLOSING DATE: Open Until Filled
Applications received by June 22, 2026 will receive priority consideration.

POSITION OVERVIEW

The United States Court of International Trade located in New York, New York is recruiting for a Space & Facilities Specialist. The Space and Facilities Specialist has primary responsibility for the management and oversight of all space and facilities projects initiated by the court or the General Services Administration (GSA). Responsibility includes planning, tracking, designing, technical review, and financial management planning for all space and facilities projects, and court-wide coordination of all building activities.

DUTIES AND RESPONSIBILITIES

- Manage space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translate functional requirements into a space-needs plan and define the project's design objectives. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction.
- Coordinate the efforts of various entities to ensure timeliness in successive phases of the construction plans. Facilitate meetings to review progress, discuss problems, and develop solutions. Ensure all parties are advised and kept aware of requirements and plan changes.
- Conduct regular follow-up with internal and external stakeholders to ensure progress of projects and outstanding facilities issues. Maintain history of project and issue progress, deficiencies, obstacles, etc.
- Provide subject matter expertise, backup support, and physical assistance for facility maintenance issues through resolution.
- Review GSA contract specification documents and drawings to ensure compliance with the *U.S. Court Design Guide*, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
- Perform recurring cost evaluation and analysis to ensure the budget and objective compliance.
- Make recommendations regarding process improvements, changes in procedures, or other actions.
- Conduct construction site visits to monitor progress and compliance with the *U.S. Courts Design Guide* and prepare progress reports and punch lists for pending work.
- Develop furniture layouts and assist in selection and procurement of furniture and furnishings. Prepare purchase orders and payment authorizations.
- Create move coordination plans to include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines. Serve as move coordinator.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval. Verify RWA charges and authorize payment. Prepare purchase orders and payment authorizations.
- Prepare all court reports and requests for space which involve surveys of existing space and new space requirements due to new judges and/or facilities. Coordinate such requests with the Administrative Office.
- Coordinate routine and cyclical building maintenance, repairs, renovations, and security system installations with the U.S. Marshal's Service, the General Services Administration, or others, as applicable. Maintain database of all cyclical maintenance.
- Reconcile and verify court space with GSA drawings and statements. Attend all building security and tenant meetings, as required.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources

- through new contracts, competitive bids, or existing government contracts.
- Process incoming payments. Interact with public customers to receive payments and provide receipts. Assist with the reconciliation of payments received.
- Provide support for the issuance of Personal Identity Verification (PIV) cards, scheduling the use of Court Facilities, planning and logistical support for special events, and supporting periodic audits and internal control assessments
- Perform other duties as assigned.

QUALIFICATIONS

A minimum of three years of specialized experience. Specialized experience is progressively responsible experience in or closely related to the duties and responsibilities described herein.

The successful candidate will also possess:

- Skill in reviewing and analyzing construction documents, cost estimates, and negotiating fees and costs.
- Ability to research, interpret, and implement federal guidelines, rules, regulations, and policies related to space and facilities, and purchasing.
- Excellent attention to detail and the ability to simultaneously manage and coordinate a range of projects at various stages of construction.
- Demonstrated proficiency in problem solving, troubleshooting, and identifying alternative solutions.
- Excellent organizational skills with the ability to multi-task, prioritize, follow through, and meet deadlines.
- Strong customer service skills and the ability to deal with a wide variety of people tactfully and courteously.
- Strong verbal and written communication skills.
- Proficient with Microsoft Office and project management applications.
- Ability to spend a significant portion of the day moving throughout the facility.
- Ability to perform light lifting of boxes and moving of furniture, as required.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position.
- Experience with the U.S. Courts Design Guide and Federal General Services Administration Regulations.
- Experience with AutoCAD or similar architectural software.

BENEFITS

The Judiciary offers a comprehensive benefits package. Benefits include, in part, paid vacation and sick leave, paid holidays, life insurance, health benefits, retirement benefits such as a defined benefit pension plan (Federal Employees' Retirement System) and a defined contribution plan with employer match (Thrift Savings Plan). For more information about benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>. In addition, the Court offers an employee recognition program, commuter benefit program, fitness center, professional development opportunities, and a flexible work schedule/telework.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- The selectee is subject to a background investigation and subsequent favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years.
- Federal court employees are appointed under the excepted service.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- The federal courts are Equal Employment Opportunity Employers.

HOW TO APPLY

- Consideration will only be given to those that apply through the Court's online application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter and resume detailing relevant experience and how qualifications for the position are met. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.