



**United States District Court
Eastern District of New York**
www.nved.uscourts.gov

**Vacancy Announcement #12-08
March 5, 2012**

**CASE PROCESSING CLERK
Brooklyn Courthouse – 225 Cadman Plaza East**

Salary: Level CL 23/1 - 25/25 (\$34,964 - \$53,500)

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

Closing date for receipt of resumes: Friday, March 23, 2012, but the position will remain open until filled

Position Summary:

The Clerk's Office of the U.S. District Court is looking for candidates for the position of Case Processing Clerk. The incumbent provides clerical support to the Clerk's Office.

Duties and Responsibilities may include all, or some, of the following tasks:

- Scans, converts and makes summary entries of documents and proceedings on the electronic case management system. This includes, but not limited to: pleadings, petitions, motions, complaints, orders, etc.
- Ensures that all automated entries are accurately filed, recorded, and appropriately linked for proper case management.
- Prepares and informs parties about notices, judgments and orders. Forwards documents such as motions, etc. to the attention of chambers staff.
- Receives and examines documents submitted for filing with the court in pending actions and opens new actions.
- Records courtroom proceedings and logs audio recordings as assigned.
- Issues all forms of process in civil and criminal cases including summonses, subpoenas and writs.
- Performs accounting functions for monies paid to the court including fees, fines and court costs.
- Coordinates the admission of attorneys to practice in the court, accepting applications and issuing certificates.
- Schedule CJA Panel assignments as assigned.
- Furnishes information to the public, attorneys and litigants either in-person, by telephone or by correspondence as to the status of cases before the Court.
- Sorts, classifies and files case records.
- Performs other duties as assigned.

Eligibility Requirements:

College degree preferred. To qualify for grade CL 23, 2 years of general clerical experience is required (possession of a bachelor's degree from an accredited educational institution qualifies for CL 23). For CL 24, 1 year of specialized experience equivalent to CL-23 is required and for CL 25, 2 years of specialized experience is required. Specialized experience includes progressively responsible clerical work requiring the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicant should have excellent written, organizational and verbal communication skills. Excellent interpersonal skills and courtesy in responding to the public is required. Computer skills with a minimal data entry speed of 45 wpm are preferred.

Benefits:

The United States District Court offers a generous benefit package to full-time permanent employees which include:

10 Paid Federal Holidays	Thrift Savings Plan (401k style) (optional)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage (optional)
Participation in Federal Employees Retirement System	Credit Union Participation
Health, Dependent & Commuter Reimbursement Programs (optional)	

Conditions of Employment:

Applicants must be U.S. citizens. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be required to complete an initial performance probationary period and will be subject to a background check. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Employees are required to use direct deposit as the method to receive their salary.

Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, a completed application for federal employment (located on the court’s employment web page at www.nyed.uscourts.gov) and a current resume to:

**U.S. District Court, E.D.N.Y,
225 Cadman Plaza East,
Brooklyn New York 11201
or you can apply via email at:**

nyed-applications@nyed.uscourts.gov

Attention: Jeffery Howell, Human Resources Manager

The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The U.S. District Court is an Equal Opportunity Employer.