



**United States District Court  
Eastern District of New York**  
[www.nved.uscourts.gov](http://www.nved.uscourts.gov)

**Vacancy Announcement #12-09/MAILCLK  
March 5, 2012**

**MAILROOM CLERK  
Brooklyn Courthouse – 225 Cadman Plaza East**

**Salary:** Level CL 22/1 (\$28,235)

\*The classification level and salary for this position is 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

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**Position Summary:**

The Clerk's Office of the U.S. District Court is looking for candidates for the position of Mailroom Clerk. The incumbent handles incoming and outgoing mail; maintains mailroom storage equipment, boxes, labels and ships court records to the Federal Records Center; and performs general office duties for the court unit.

***DUTIES AND RESPONSIBILITIES:***

- The mail room clerk is responsible for the prompt processing and distribution of mail to include:
- Accepts, records, sorts and distributes incoming and outgoing mail.
- Delivers mail to multiple locations within the NYC vicinity and may be called upon to make emergency mail deliveries off-site.
- Delivers office supplies to chambers and clerk's office staff.
- Prepares official court records for shipping to the Federal Records Center, and prepares other court packages for shipment.
- Provides necessary copies, maintain records, and moves equipment and furnishings to appropriate locations for set up or assembly.
- Performs other duties as assigned. Lifting of heavy items may be required at times.

**Eligibility Requirements:**

High school graduates or equivalent and one year of general office experience are required. The incumbent must be able to lift at least 50 lbs. and have a valid driver's license.. Applicants should be computer literate and have excellent organizational and communication skills.

**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](http://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](mailto: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.**