

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK



DATE: DECEMBER 5, 2012
POSITION: RECORDS/REPRO. CLERK
(Multiple positions)
TERM: Temporary *
LOCATION: 500 Pearl Street
New York, NY
CLASS LEVEL: CL-22
SALARY: Up To \$35,309
(Depending on Qualifications)
CLOSING DATE: Open until filled
VACANCY NO.: 12-19

EQUAL OPPORTUNITY EMPLOYER

DUTIES AND RESPONSIBILITIES: The employee will learn the work of the Clerk's Office by maintaining the records and files of open or closed cases in the District Court. The employee will also assist the public by providing access to files and records. The employee will also perform other duties as assigned, including traveling between the New York City and White Plains Courthouses to provide messenger service. **The position involves heavy public contact and requires considerable tact and patience. Work involves a lot of walking to retrieve information for the public.**

REQUIRED QUALIFICATIONS: Applicants must be high school graduate, or equivalent, and have one or more years of general experience. **Computer skills, knowledge of legal terminology, and attention to detail are highly desirable qualifications. College education is highly desirable.**

GENERAL EXPERIENCE: One or more years of clerical or administrative experience in work which involved typing, filing, record keeping, public contact and telephone usage.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

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:
U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: HUMAN RESOURCES, SUITE 820

***This position is temporary, subject to the availability of funding. This position may become permanent without further need to advertise.**

If appointed, without a break in service, judiciary employees, who are currently occupying benefits-eligible positions, will be able to retain their benefits coverage and eligibility

**THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.
THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF
NET PAY.**

**APPLICANTS MUST BE UNITED STATES CITIZENS.
ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**