

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK



DATE: DECEMBER 5, 2012
POSITION: RECORDS/REPRO. CLERK
TERM: Temporary *
LOCATION: 300 Quarropas Street
White Plains, NY
CLASS LEVEL: CL-22
SALARY: Up To \$35,309
(Depending on Qualifications)
CLOSING DATE: DECEMBER 19, 2012
VACANCY NO.: 12-20

EQUAL OPPORTUNITY EMPLOYER

DUTIES AND RESPONSIBILITIES: The incumbent 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 incumbent will also retrieve files for the public, sort and deliver mail throughout the building, scan documents, perform data entry duties, and perform all other duties as assigned. 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. **Applicants must be able to type. Computer literacy, 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