



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

**Vacancy Announcement #14-25/CASEMAIL  
December 31, 2014**

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

**Salary:** Level CL 23/1 - 24/25 (\$35,689 - \$49,412)

\*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, January 16, 2015

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**Position Summary:**

The Clerk's Office of the U.S. District Court is looking for candidates for the position of Case Processing / Mailroom Clerk. The incumbent provides clerical support by maintaining and processing case information; handles incoming and outgoing mail; maintains mailroom storage equipment, boxes, labels and ships court records to the Federal Records Center.

**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.
- Accepts, records, sorts and distributes incoming and outgoing mail.
- Prepares official court records for shipping to the Federal Records Center and prepares other court packages for shipment.
- 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.
- 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. Lifting of heavy items may be required at times.

**Eligibility Requirements:**

High school graduates or equivalent required. College degree preferred. To qualify for grade CL 23, 2 years of general clerical experience is required (possession of an associates' degree or higher from an accredited educational institution also qualifies for CL 23). To qualify for CL 24, 1 year of specialized experience equivalent to CL-23 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. The incumbent must be able to lift at least

75 lbs. and have a valid driver's license. Bilingual speaker strongly preferred.

**Benefits:**

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

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

**Conditions of Employment:**

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.

**Interested applicants should submit a cover letter (include vacancy announcement number and location which you are applying for) 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.**