United States District Court
Eastern District of New York

Vacancy Announcement
Announcement #16-06CASEPROBK

Position:	Case Processing Clerk
Location:	Brooklyn Office – 225 Cadman Plaza East
Position Type:	Full-Time Permanent (more than one position may be available)
Salary Range:	***Minimum Starting Salary Range:** ($35,689 - $49,000, non-judiciary applicants***) ****Maximum Starting Salary Range:** ($39,526 - $70,980 - Federal judiciary employees only***) ***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. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level.
Opening Date:	Tuesday, November 3, 2015
Closing Date:	Tuesday, November 17, 2015

Introduction:
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 by maintaining and processing case information.

Representative Duties:

- 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.
- Furnishes information to the public, attorneys and litigants either in-person, by telephone or through written correspondence as to the status of cases before the Court.
- Performs other duties and responsibilities as assigned.

Qualifications:
To qualify for the minimum starting salary, an individual must have a high school diploma or equivalent, two years of general clerical or office experience (possession of a bachelor's degree from an accredited educational institution also qualifies). Pay setting beyond the starting salary will be based on the experience and knowledge of the individual beyond the minimum qualifications, plus the following experience:

1-2 years of 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 (generally found in courthouses, law firms, insurance offices, educational institutions, etc.)

******To qualify for the starting salary for current judiciary employees, 2-3 years of 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. Pay setting beyond the starting salary will be based on the experience and knowledge of the individual beyond the minimum qualifications noted above.

All applicants should have excellent written, organizational, verbal communication and technical skills with a minimal data entry speed of 45 wpm. Excellent interpersonal skills and courtesy in responding to the public, must have a positive attitude and consistently deliver excellent customer service.

Preferred Skills:
A college degree is preferred. Experience in a courthouse, law firm, social service or insurance office or educational institution is 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 (40lk style) (optional)
- Life Insurance (optional)
- Long-Term Disability Plan (optional)
- Long-Term Care Insurance (optional)
- Medical, Dental & Vision Coverage (optional)
- Credit Union Participation

Applicant Information:
The selectee considered for this position is required to complete a criminal background check. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation. 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.

How to Apply:
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 United States District Court for the Eastern District of New York is an Equal Opportunity Employer.