



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement 17-21/DATACLK

Data Entry Clerk

Salary: CL 22 (\$29,961.00)

Closing date for receipt of résumés: September 13, 2017

POSITION OVERVIEW:

The United States District Court is accepting applications for the position of Data Entry Clerk. The incumbent provides office support to the Operations Section of the Clerk's Office. This is an entry level, full-time position, and the work schedule is 8:30 am-5:00pm.

DUTIES:

- Performs data entry functions.
- Reviews database for accuracy and make changes/updates as necessary.
- Scans, classifies relevant documents.
- Generates reports from databases and computerized systems.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

All applicants must be U.S. Citizens. High school diploma or equivalent. Must be proficient in typing and using computer programs and Microsoft Office software (Word, Excel, etc.)

DESIRABLE QUALIFICATIONS:

Some college credit, or completion of an Associate's or Bachelor's Degree. The ideal candidate also will have the following experience and qualities:

Work history and personal characteristics that indicate integrity, strong work ethic, organized, detail oriented, and accountability for work product. The candidate should also possess excellent communication skills (written and verbal), professional demeanor, mature, self-motivated, flexible and tactful when working under pressure in a team environment.

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)
- Federal court employees can join at their expense the Federal Court Clerks Association, a national, professional court organization founded in 1922. Through the organization, employees can pursue on-line certificate and degree programs in judicial administration at their expense through Michigan State University.
- Employees can take advantage of other private and public educational benefits exclusive to federal employees.
- 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

APPLICATION PROCESS:

To receive consideration, qualified applicants should submit an application package which includes a resume, a cover letter noting qualifications and preferred work schedule, along with the [Application for Federal Judicial Employment](#) accessible on the Judiciary's Employment page www.uscourts.gov/careers via email to:

nved-applications@nved.uscourts.gov
Attn: Human Resources Department

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Incomplete applications will not be considered. Applicants must be U.S. citizens or eligible to work in the United States. Employees must adhere to the Code of Conduct for Judicial Employees. The successful candidate will be hired provisionally, pending the results of a criminal fingerprint background check.

The U.S. District Court is an Equal Opportunity Employer.