



# United States District Court Eastern District of New York

[www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)

## Vacancy Announcement Announcement #17-23CASEPROBK

Position: Case Processing Clerk  
Location: Brooklyn Office – 225 Cadman Plaza East  
Position Type: Full-Time Permanent  
Salary Range: Starting Salary: CL 23/1\* (\$37,108) to 24/25\* (\$51,384)

\*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 without further competition.

Opening Date: Thursday, September 14, 2017

Closing Date: Preference will be given to applications submitted by **Friday, September 29, 2017**. Position is open until filled.

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### Introduction:

The Clerk's Office of the U.S. District Court is looking for candidates to join our team as a Case Processing Clerk in our Intake Department. The Case Processing Clerk provides clerical support by maintaining and processing case information.

### Representative Duties:

- Receives and examines documents submitted for filing with the court in pending actions and opens new actions.
- Issues all forms of process in civil and criminal cases including summonses, subpoenas and writs.
- Certify court documents, and create and process new case files. Assign case numbers and open cases in the case management system.
- 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. Assist the public in the use of computerized databases.
- Performs mailroom functions as required.
- Performs other duties and responsibilities as assigned.

### Qualifications:

To qualify for the minimum starting salary (CL 23/1), 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 minimum requirements noted above, plus the following experience:

1-2 years of progressively responsible clerical work requiring the routine use of keyboard skills and use of specialized terminology, with demonstrated ability to apply a body of rules, regulations, directives or laws (generally found in courthouses, law firms, insurance offices, educational institutions, etc.)

The successful applicant should have excellent written, organizational and technical skills with a minimal data entry speed of 45 wpm. Excellent interpersonal and verbal communication skills, courtesy in dealing with the public, positive attitude and consistent delivery of excellent customer service is required.

The successful applicant must be well organized, have attention to detail, and be able to work independently and shows initiative in starting, prioritizing and completing tasks.

**Preferred Skills:**

A college degree is preferred. Experience in a courthouse, law firm, social service, 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)
- Fitness Center Membership (fee req'd, 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

**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 completing a one (1) year probationary period. 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](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)

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.**