



United States District Court Eastern District of New York

www.nyed.uscourts.gov

Vacancy Announcement Announcement #17-26CASEPROCI

Position:	Case Processing Clerk
Location:	Central Islip Office – 100 Federal Plaza
Position Type:	Full-Time Permanent
Salary Range:	Starting Salary: CL 23/1* (\$37,108) to 24/25* (\$51,384)
	<p>*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.</p>
Opening Date:	Monday, November 20, 2017
Closing Date:	Preference will be given to applications submitted by Friday, December 8, 2017 . Position is open until filled. Applicants that submitted their packages under the previous announcement (#17-25 CASEPROCI) will be automatically considered for this position.

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 Docket Department. The Case Processing Clerk provides clerical support by maintaining and processing case information.

Representative Duties:

- Make summary entries on all documents and proceedings. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquires, docket sheets, and other file request information. 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.
- Issues all forms of process in civil and criminal cases including summonses, subpoenas and writs.
- 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 (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:

Applicants must be U.S. citizens or lawful permanent residents actively seeking citizenship. 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) and a current resume in one PDF document 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

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.