



United States District Court Eastern District of New York

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Vacancy Announcement Announcement #18-08MAILBK

Position: Mail/Records Clerk

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary: 22/1 (\$30,571.00)

Opening Date: Thursday, July 19, 2018

Closing Date: Preference will be given to applications submitted by **Friday, July 27 2018**.
Position is open until filled.

Introduction:

The Clerk's Office of the U.S. District Court is looking for candidates to join our team as a Mail/Records Clerk. The Mail/Records Clerk provides administrative support and records management for the Operations Department.

Representative Duties:

- Retrieves and processes incoming and outgoing mail, and performs other mailroom functions.
- Perform clerical duties, including, filing, photocopying, faxing, and destruction of obsolete documents, as required.
- Maintains the storage of court records, including preparing, shipping and retrieving Records from the Federal Records Center and National Archives.
- Perform general scanning, and provides regular feedback regarding scanning status.
- Performs other duties and responsibilities as assigned.

Qualifications:

To qualify for the above salary, an individual must have a high school diploma or equivalent.

The successful applicant should have excellent written, organizational and technical skills with a minimal data entry speed of 45 wpm, must have the ability to stand for long periods and lift at least 25 lbs.

The successful applicant must have excellent interpersonal and verbal communication skills, 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 mailroom environment is a plus.

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)
- Thrift Savings Plan (401k style) (optional)
- Life Insurance (optional)
- Long-Term Disability Plan (optional)

- 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)
- 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. 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, résumé, and [Application for Judicial Employment \(AO78\)](#) located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0> 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 withdraw or revise this announcement, or 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.