United States District Court
Eastern District of New York

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Vacancy Announcement
Announcement #19-07DATACLK

Position:	Data Entry Clerk (2 Positions)
Location:	Brooklyn Office – 225 Cadman Plaza East
Position Type:	Full-Time Permanent
Salary Range:	Starting Salary: CL 22/1 - 23/1* ($30,571-$37,892)*
	*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.
Opening Date:	**Thursday, February 21, 2019**
Closing Date:	**Friday, March 8, 2019**

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.

Representative Duties

Performs data entry functions; reviews database for accuracy and make changes/updates as necessary; reviews and processes attorney admissions petitions and maintains hearing calendar; assigns cases pursuant to disciplinary officers; scans, classifies relevant documents. generates reports from databases and computerized systems; assists attorneys by phone and; performs other duties as assigned.

Qualifications:

To qualify for the starting salary (CL 22/1), an individual must have a high school diploma or equivalent. For the CL 23/1 salary, two years of general clerical or office experience is required in addition to the above (possession of a bachelor's degree from an accredited educational institution also qualifies).

All applicants should have excellent written, organizational, verbal communication and technical skills with a minimal data entry speed of 45 wpm. Must be proficient using computer programs and Microsoft Office software (Word, Excel, etc.)

Preferred Qualifications:

College education is preferred.

The successful applicant must have excellent interpersonal skills and courtesy in responding to the public, have a positive attitude and the ability to consistently deliver excellent customer service. The successful candidate's work history and personal characteristics should demonstrate integrity, a strong work ethic, organized, detail oriented, and accountability for work product. The candidate should also possess a 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

Thrift Savings Plan (40lk style) (optional)
Life Insurance (optional)
Long-Term Disability Plan (optional)
Long-Term Care Insurance (optional)
Medical, Dental & Vision Coverage (optional)

- Participation in Federal Employees Retirement System Credit Union Participation
- Health, Dependent & Commuter Reimbursement Programs (optional)
- Fitness Center Membership (fee req'd, optional)

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), a current resume and a completed application for federal employment (AO78) to the court's applicant submission link below:

19-07 - NYED Data Entry Vacancy Submission

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.