



# United States District Court Eastern District of New York

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

## Vacancy Announcement Announcement #22-12/CASEOPNBK

**Position:** Case Opening Clerk-Repost

**Location:** Brooklyn, NY - 225 Cadman Plaza East

**Position Type:** Full-Time Permanent

**Salary Range:** Starting Salary: CL 23/1\* (\$41,597) to 24/24\* (\$57,110)  
**Prior Applicants will be automatically considered. Do not need to re-apply.**  
\*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, October 6, 2022

**Closing Date:** Thursday, October 20, 2022

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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 Opening Clerk. The incumbent docket cases on the court's CM/ECF system and compiles statistical information on civil and criminal cases.

### Representative Duties:

Dockets case opening information on CM/ECF system and forwards initiating document(s) in court file to chambers in a timely manner.  
Identifies and docket emergency motions files with case opening documents and refers to the attention of chambers staff for immediate judicial action.  
Enters case caption and attorney appearance information on case docket.  
Reassigns cases upon direction of the court and notifies parties of assigned judicial officer.  
Compiles statistical information for reporting of judicial officers civil and criminal caseload information and general workload activity.  
Enters data and uses software programs to prepare graphs and other charts displaying statistical information.  
Identifies best sources of data for various statistical reports.

### 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, 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:** Benefits include participation in the three-tier retirement program which consist of the Federal Employees' Retirement System, Social Security Retirement Program, and Thrift Savings Plan (similar to a 401k plan with employer matching contributions). Additional benefits include Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, 11 paid holidays, annual/sick leave accrual, fitness membership (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

**Applicant Information:** The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer or the employee with or without cause.

**How to apply:** Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position and a résumé, in one PDF document to the court's employment application box:

<https://edny.app.box.com/f/28a736e46b4742759d07edee065379c0>:

1. Letter of interest;
2. Resume;
3. Completed [Application for Judicial Branch Federal Employment, form AO78](#). (Do not complete questions 18-20, see paragraph below)

Address your cover letter to:

**Attn: Jeffery Howell, Human Resources Manager  
United States District Court, EDNY  
225 Cadman Plaza East  
Brooklyn, New York 11201**

**You do not have to complete questions 18-20 on the Application for Judicial Branch Federal Employment (AO78).** Initial appointment of the successful applicant is provisional pending the required fingerprint and background investigation once an offer of employment is made. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. **Incomplete applications will not be considered.**

**COVID-19 Policy:** The U.S. District Court for the Eastern District of New York currently has a COVID-19 vaccination policy in effect. All employees must be fully vaccinated (two doses of Pfizer or Moderna or one dose of Johnson & Johnson) or request and receive exemption from the policy for medical or religious reasons from the court.

**Miscellaneous Information:** The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice. Persons selected to be interviewed will be required to travel to the interview location at their own expense. This position is subject to mandatory electronic direct deposit of salary payments. Applicants must be a United States Citizen or qualifying non-citizen. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Successful applicants that are non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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