



# United States District Court Eastern District of New York

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## Vacancy Announcement Announcement #24-06GENMSCLK

Position: Generalist Clerk/Messenger  
Location: Brooklyn Office – 225 Cadman Plaza East  
Position Type: Full-Time Permanent  
Salary Range: Starting Salary: CL 23/1 (\$46,066) - 24/1 (\$51,003)  
Opening Date: **Tuesday, May 7, 2024**  
Closing Date: **Tuesday, May 27, 2024**

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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 Generalist Clerk/Messenger. The incumbent provides general and administrative assistance to the court.

### 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.
- Maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; gather data for review and draft reports based on statistical data. Generate standard reports from databases.
- Responsible for in-house mail duties such as collecting, processing sorting, logging and delivering mail to judicial officers and court staff. Retrieve files and make copies of records for the public, attorneys, and others. Prepare, ship, and retrieve archived records. Process outgoing mail, including mail requiring special handling.
- Collects and delivers official court documents, documents and other materials twice a week from the Brooklyn Courthouse to and from the Long Island Courthouse, the Southern District of New York, U.S. Ct. of Appeals, the Probation office and other related court locations.
- Logs maintenance information for vehicles assigned to the Court and performs routine inspections assuring their reliability. Reports matters regarding vehicle problems and needs.
- Pickup and deliver vehicles assigned to the Court to the GSA motor pool for servicing or replacement and complies logs and reports on the use of vehicles.
- Performs other duties and responsibilities as assigned.

### Qualifications:

To qualify for the starting salary, an individual must have a high school diploma or equivalent and two years of general clerical or office experience (possession of a bachelor's degree from an accredited educational institution also qualifies). For a salary at the CL 24 grade level, one year 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 must possess a current driver's license with an unblemished driving record (no current points).**

The successful applicant should have 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.

**Benefits:**

The United States District Court offers a generous benefit package to full-time permanent employees which include:

- 11 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:**

All applicants must be U.S. Citizens. The selectee considered for this position is required to complete a criminal background check. The 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 completed application for federal employment ([located here](#)), a current resume and a driving record abstract (information on obtaining abstracts in New York State is available at <https://dmv.ny.gov/dmv-records/get-my-own-driving-record-abstract>) to the court's applicant system webpage:

<https://edny.app.box.com/f/b3ec6a41ddce465a84283b68f10732b8>

**Background Information:**

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 criminal background check 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.

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.**