



# United States District Court Eastern District of New York

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## Vacancy Announcement Announcement #25-07/COURTOPRTABK

**Position:** Court Operations Clerk  
**Location:** Brooklyn Office – 225 Cadman Plaza East  
**Position Type:** Full-Time Permanent  
**Salary Range:** Starting Salary: CL 23/1\* (\$47,089) to 25/24\* (\$71,417)

\*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, January 23, 2025

**Closing Date:** Friday, February 7, 2025

### Introduction:

The Clerk's Office of the U.S. District Court is looking for candidates to join our team as a Court Operations Clerk. The incumbent provides clerical and administrative support by maintaining and processing case information and working in the courtroom.

### Representative Duties, including but not limited to:

- Scans, converts and makes summary entries of documents and proceedings on the electronic case management system. This includes, but not limited to pleadings, petitions, motions, complaints, orders, etc.
- 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.
- 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.
- Receives and examines documents submitted for filing with the court in pending actions and opens new actions.
- Issues all forms of process in civil and criminal cases including summonses, subpoenas and writs.
- Performs accounting functions for monies paid to the court including fees, fines and court costs.
- Coordinates the admission of attorneys to practice in the court, accepting applications and issuing certificates.
- Performs clerical and administrative support as needed to judges by: empanelling juries and administers oaths to witnesses; confers with attorneys and prepares reports on the status of cases; coordinates court appearances for all parties including attorneys and interpreters; arranges for appointment of counsel pursuant to the Criminal Justice Act; calls the court calendar and takes the calendar minutes of the Court, etc.
- 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:

CL24 – 1 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.) CL25, two or more years of specialized experience.

**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:** Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), 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 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/7fdbe11abae47a8887c74ab461bc03c>

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

Address your cover letter to:

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

**Incomplete applications will not be considered.**

**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 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.

**Miscellaneous Information:** 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 the applicant has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point 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). 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 for the Eastern District of New York 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.

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