



**United States District Court
Eastern District of New York**
www.nved.uscourts.gov

**Vacancy Announcement #15-10/CASEPRO (RE-POST)
June 15, 2015**

**CASE PROCESSING CLERK
Central Islip Courthouse – 100 Federal Plaza**

Salary: Level CL 23/1 - 25/24 (\$35,689 - \$54,120)

*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.

Closing date for receipt of resumes: Open until filled. Applications received by 5:00pm EST on June 26, 2015 will be given priority consideration.

Position Summary:

The Clerk's Office of the U.S. District Court is looking for candidates for the position of Case Processing Clerk. The incumbent provides clerical support by maintaining and processing case information.

Duties and Responsibilities include, but are not limited to, all or some of the following tasks:

- 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.
- Receives and examines documents submitted for filing with the court in pending actions and opens new actions.
- Records courtroom proceedings and logs audio recordings as assigned.
- 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.
- Furnishes information to the public, attorneys and litigants either in-person, by telephone or by correspondence as to the status of cases before the Court.
- Performs other duties as assigned.

Eligibility Requirements:

To qualify for grade CL 23, high school graduation and 2 years of general clerical experience is required (possession of a bachelor's degree from an accredited educational institution also qualifies for CL 23). For CL 24, 1 year of specialized experience equivalent to CL-23 is required and for CL 25, 2 years of specialized experience is required. Specialized experience includes progressively responsible clerical work requiring the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicant should have excellent written, organizational and verbal communication skills. Excellent interpersonal skills and courtesy in responding to the public is required. Computer skills with a minimal data entry speed of 45 wpm are preferred.

Conditions of Employment:

The applicant selected will be required to complete an initial performance probationary period and will be subject to a

background check. 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.

Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, a completed application for federal employment (located on the court's employment web page at www.nyed.uscourts.gov) and a current resume 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

Attention: Jeffery Howell, Human Resources Manager

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