

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**



DATE: July 24, 2015
POSITION: Records/Mail Clerk
TERM: [Temporary – Not to Exceed September 25, 2015](#)
LOCATION: 300 Quarropas Street, White Plains, NY
CLASS LEVEL: CL 22
SALARY: \$28,790 to \$36,018 (depending on qualifications & experience)
CLOSING DATE: August 7, 2015
VACANCY NO: 15-19

[THIS IS A TEMPORARY POSITION](#)

DUTIES AND RESPONSIBILITIES: The employee will learn the work of the Clerk's Office by maintaining the records and files of open and closed cases in the District Court. The employee will also assist the public by providing access to files and records. The employee will be responsible for internal mail deliveries and posting outgoing mail. The employee will also perform other duties as assigned. The position involves heavy public contact and requires considerable tact and patience. Work involves a lot of walking to retrieve information for the public.

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent, and have one or more years of general experience, along with excellent written and verbal communication skills. Computer skills, knowledge of legal terminology, and attention to detail are highly desirable qualifications. College education is highly desirable. Applicants must be skilled in data entry and word processing and possess the ability to type 50 words per minute.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter should indicate the position you are applying (including the vacancy number), and identify how your education and/or experience relate to the duties and responsibilities of the position.

Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: HUMAN RESOURCES, SUITE 310
OR
Personnel@nysd.uscourts.gov

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY

APPLICANTS MUST BE UNITED STATES CITIZENS

EQUAL OPPORTUNITY EMPLOYER