

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK



DATE: March 10, 2016
POSITION: Administrative Support Clerk
TERM: Permanent
LOCATION: 300 Quarropas Street, White Plains, NY
CLASS LEVEL: CL 23
SALARY: \$36,177 - \$58,813 (depending on qualifications & experience)
CLOSING DATE: March 24, 2016
VACANCY NO: 16-02R

DUTIES AND RESPONSIBILITIES: The employee will learn the work of the Clerk's Office by: maintaining court files and records and providing access to the public and court staff; scanning, copying and filing court records; performing receptionist duties in person and on the telephone; performing internal mail deliveries and posting outgoing mail; performing data entry functions; scheduling the use of conference rooms; delivering supplies to court offices; and providing identification cards to attorneys. 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 graduate, or equivalent, and have two or more years of general experience. Applicants must be able to type at least 50 words per minute. This position involves heavy public contact and requires excellent customer service skills along with the ability to communicate effectively, both orally and in writing. Computer skills, knowledge of legal terminology, and attention to detail are highly desirable qualifications. A secondary degree is also highly desirable.

EDUCATIONAL SUBSTITUTION: Education above the high school level may be substituted for general experience.

BENEFITS: The Federal Judiciary offers a comprehensive benefits package (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and commuter benefit programs).

IMPORTANT NOTICE: If you applied for vacancy announcement 16-02A Administrative Support Clerk and would like to be considered for this position you **must reapply**.

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 must indicate the position for which 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. Only candidates considered for the interview will be contacted.

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

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

EQUAL OPPORTUNITY EMPLOYER