

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** December 1, 2017

**POSITION:** Criminal Case Operations Clerk

**LOCATION:** 500 Pearl Street, New York, New York  
300 Quarropas Street, White Plains, New York

**TERM:** Permanent  
[Multiple positions may be filled from this vacancy](#)

**CLASS LEVEL:** CL 23 – CL 25

**SALARY:** \$37,108 - \$73,807  
(Depending on qualifications and experience)

**CLOSING DATE:** December 15, 2017

**VACANCY NO:** 18-06

**DUTIES AND RESPONSIBILITIES:** The Criminal Case Operations Clerk will perform various functions related to the processing of criminal case operations such as receiving and reviewing new case filing materials and documents in ongoing matters, determining conformity and take appropriate action; ensuring all filed criminal documents and proceedings are appropriately and accurately docketed through summary entries on the docket, either in CM/ECF or other recording programs; preparing the necessary paperwork for criminal matters before the Duty Magistrate Judge; reviewing and processing all matters related to the CJA process. The incumbent will also perform other duties as assigned.

**REQUIRED QUALIFICATIONS:** To be considered for this position you must be a high school graduate, or equivalent. To qualify for CL-23, you must have two years of general experience. To qualify for CL-24, you must have at least one year of specialized experience equivalent to work at the CL-23 level. To qualify for CL-25, you must have at least one year of specialized experience equivalent to work at the CL-24 level. Applicants must be skilled in data entry, word processing and possess the ability to type 50 words per minute. Knowledge of legal terminology is highly desirable.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience requiring the regular and recurring experience involving the routine use of keyboard skills that provided knowledge of the rules, regulations, terminology, etc., of the area of financial administration and/or accounting.

**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 must indicate the position for which you are applying, including the vacancy number, the location for which you would like to be considered, 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 applications submitted via email will be accepted. Any other means of submission will not be accepted. Candidates must also include the vacancy number and position title in the subject field when submitting via email. Only candidates selected for the testing process will be contacted.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

[Personnel@nysd.uscourts.gov](mailto: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**