



## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK

**DATE:** July 8, 2014  
**POSITION:** DOCKET CLERK (MDL/CASE ASSIGNMENT)  
**LOCATION:** 500 Pearl Street  
New York, NY 10007

**TERM:** Temporary with potential to become Permanent  
**CLASS LEVEL:** CL 25  
**SALARY:** \$43,223 to \$70,254  
(Depending on qualifications and experience)

**CLOSING DATE:** July 21, 2014  
**ANNOUNCEMENT #:** 14-25

**DUTIES AND RESPONSIBILITIES:** The incumbent provides civil docketing, clerical, administrative, and case assignment assistance to the Case Assignment/Multi-District Litigation (MDL) Unit. Duties include but are not limited to: open and transfer cases electronically; maintain and process related cases; run Judges' conflict checks; meet with Judges and staff regarding MDL cases and Case Assignment issues; docket assignments, reassignments, redesignations and reassignments of referrals and consents to magistrate Judges; monitors and processes the Unit's Electronic Case Filing (ECF) mailboxes; preparation of mass assignments, pilot work, maintenance of the ECF Case Assignment System and perform other duties as assigned. The incumbent reports to the Docket Services Manager.

**REQUIRED QUALIFICATIONS:** To be considered for this position, high school graduation, or equivalent, and one year of specialized experience is required. **Applicants must be punctual, maintain good time and attendance, and be able to type at least 50 w.p.m. Word processing experience and knowledge of legal terminology are highly desirable qualifications. Court experience preferred.**

**SPECIALIZED EXPERIENCE:** Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**APPLICATION PROCEDURE:** To be considered for this position, please submit a resume detailing your education and work experience and a cover letter. The cover letter should indicate the position for which you are applying (including the Vacancy Announcement 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 820  
*OR*  
Personnel@nysd.uscourts.gov

**\*This position is temporary, subject to the availability of funding. This position may become permanent without further need to advertise.**

**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.**

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**

**EQUAL OPPORTUNITY EMPLOYER**