

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: March 29, 2021
POSITION: Clerical Assistant
TERM: Temporary - Potential to become permanent without further notice
NO. OF POSITIONS: Multiple positions may be filled from this posting
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL-22
SALARY: \$32,581 - \$53,000 - Depending on qualifications & experience
CLOSING DATE: April 12, 2021
VACANCY NO: 21-10

DUTIES AND RESPONSIBILITIES: The incumbent provides clerical and administrative assistance to the Office of the Clerk of Court. Duties include providing reception services such as: receiving, screening, and referring telephone and in-person visitors, answering general inquiries from reference material, drafting correspondence and memoranda, preparing documents for foreign mailings, docketing and scanning mailing certifications, performing data entry into several databases, photocopying, and performing other duties as assigned. The position involves heavy telephone and public contact and requires considerable tact and patience. The tour of duty is 9:00am to 5:30pm.

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent. The position requires excellent communication (written and verbal) skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. Applicants must be skilled in data entry and word processing and possess the ability to type 50 words per minute. The incumbent must be punctual and maintain good time and attendance.

PREFERRED QUALIFICATIONS: College education and the ability to speak Spanish is highly desirable.

GENERAL EXPERIENCE: One or more years of clerical or administrative experience in work which involved typing, filing, record keeping, public contact and telephone usage.

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

BENEFITS: The Federal Judiciary offers a comprehensive benefits package, including 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 a transit subsidy program once eligibility requirements are met. This position is not telework eligible.

APPLICATION PROCEDURE: To be considered for this position, please submit your 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. Only applications submitted via e-mail will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the e-mail containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for the testing process will be contacted. Please submit your application to: 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