



U.S. Bankruptcy Court, EDNY  
Conrad B. Duberstein U.S. Courthouse  
271-C Cadman Plaza East  
Brooklyn, NY 11201

# U.S. Bankruptcy Court Eastern District of New York Office of the Clerk

<https://www.nyeb.uscourts.gov>



U.S. Bankruptcy Court, EDNY  
Alfonse M. D'Amato U.S. Courthouse  
290 Federal Plaza  
Central Islip, NY 11722

## CAREER OPPORTUNITY # FY23/03

- POSITION TITLE:** Public Information Clerk
- POSITION TYPE:** Full-time, Permanent (Multiple positions may be filled from this vacancy)
- DUTY STATION:** Brooklyn, NY  
Central Islip, NY
- CLASSIFICATION:** CL 24/01—CL 24/25
- SALARY RANGE:** CL 24/01 (\$46,051) - CL 24/25 (\$57,591)  
(Salary is based on qualification and experience)
- OPENING DATE:** November 18, 2022
- CLOSING DATE:** Open Until Filled

### Job Summary:

The United States Bankruptcy Court for the Eastern District of New York is accepting applications for the position of Public Information Clerk. The incumbent performs a variety of duties, including receiving and maintaining court files in compliance with federal and local rules and procedures. The incumbent performs customer service and cashier duties, provides procedural information, and collects court fees.

### Representative Duties:

- Answer and route incoming calls, prepare case files for tracking and assist the public in the use of computerized databases. Receive and review incoming documents to determine conformity with appropriate fees received over the counter and through the mail. Secure funds in cash register, balance cash drawer at the end of the day, and process credit card payments for filed documents. Educate filers on proper national and local filing requirements and assist with the preparation of educational material for Pro Se filers. Provide basic information to the public, bar, and the court.
- Sort, classify, and file case records. Maintain integrity of the filing system by monitoring proper access of records for court personnel, attorneys, and others. Certify court documents, and create and process new case files.
- Perform case management work. Review filed documents to determine conformity and take appropriate action, and follow up with the rules, practices, and filing requirements. Docket Pro Se filed documents, calendar documents, and miscellaneous documents. Accept appropriate documents. Assign case numbers, open cases in the case management system and docket initial case opening events.
- Set up and arrange equipment in courtroom. Create electronic log notes of proceedings, including participants involved in court proceedings. Review transcripts submitted by agencies to ensure they meet the court's format standards. Prepare CDs for transcription. Arrange for and monitor the timeliness and accuracy of the transcript being received from the transcriber and deliver to the appropriate parties. Archive daily recordings.

CAREER OPPORTUNITY

- Retrieve, open and distribute mail. Log checks received in the Mail Tracking System. Verify and process checks received by mail.
- Perform other duties as assigned.

**Qualifications and Requirements**

The successful candidate is required to have a high school diploma or equivalent; however, a *four year college degree is preferred*. Some educational credits may be substituted for experience. A minimum of two years of relevant work experience is required, with legal or court experience a plus. Applicant must possess exceptional computer skills with a demand for accuracy and quality assurance, and exceptional communication skills since frequent contact is with a wide variety of individuals within and outside the Judiciary.

**Specialized Experience**

One year of specialized experience, which includes progressive responsible clerical work requiring application of clerical procedures involving routine use of keyboard skills. Specialized experience including a broad knowledge of Bankruptcy Code and Rules, knowledge of Microsoft Word, Excel, Adobe Acrobat, Internet browser and regular use of scanning equipment are desirable. The position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. The candidate must be a team player who is dependable, detail-oriented and able to work in a multitasking, fast-paced environment.

**Communication Skills:**

Must possess excellent oral, written, and interpersonal communication skills.

**Excepted Appointment:**

The United States Bankruptcy Court is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Judiciary employees serve under excepted appointments (not civil service) and are *at will* employees.

**Conditions of Employment:**

As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation including an FBI National Criminal History Fingerprint check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

**COVID-19 Policy:**

The U.S. Bankruptcy Court for the Eastern District of New York currently has a COVID-19 vaccination policy in effect. All new employees must be fully vaccinated for COVID-19 and, prior to the starting with the Clerk’s Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

# CAREER OPPORTUNITY

## **Benefits:**

The United States Bankruptcy Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits listed on the United States Courts website at <https://www.uscourts.gov/careers/benefits> which include:

11 Paid Federal Holidays	Thrift Savings Plan
13 Annual Leave Days (per year for the first three years)	Federal Employees Group Life Insurance
20 Annual Leave Days (after three years)	Long-Term Care Insurance
26 Annual Leave Days (after fifteen years)	Federal Employees Dental/Vision Plans
13 Sick Leave Days	Federal Employees Retirement System
Federal Employees Health Benefit Plan	Fitness Center Membership (fee required)
Flexible Spending Accounts:	
HealthCare Reimbursement Account	
Dependent Care Reimbursement Account	

## **Application Process**

Qualified applicants should submit the following:

1. cover letter referencing Career Opportunity FY23-03 and specifying qualifications in relation to the position, list of professional references (at least three);
2. a detailed résumé; and ,
3. an Application for Judicial Branch Federal Employment (AO-78), which can be found at [https://www.nyeb.uscourts.gov/sites/nyeb/files/AO\\_078.pdf](https://www.nyeb.uscourts.gov/sites/nyeb/files/AO_078.pdf).

All documents should be emailed as one PDF to [NYEB\\_HR@nyeb.uscourts.gov](mailto:NYEB_HR@nyeb.uscourts.gov). Please indicate the court location, Brooklyn or Central Islip, of which you are applying.

**Incomplete applications will not be considered.**

**Only applicants selected for an interview will be contacted. Phone calls will not be accepted. The Court reserves the right to modify, withdraw, or fill the Career Opportunity at any time, any of which may occur without prior written or other notice.**

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society - not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

**The U.S. Bankruptcy Court is an Equal Opportunity Employer**



# TOTAL COMPENSATION STATEMENT

\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY \*

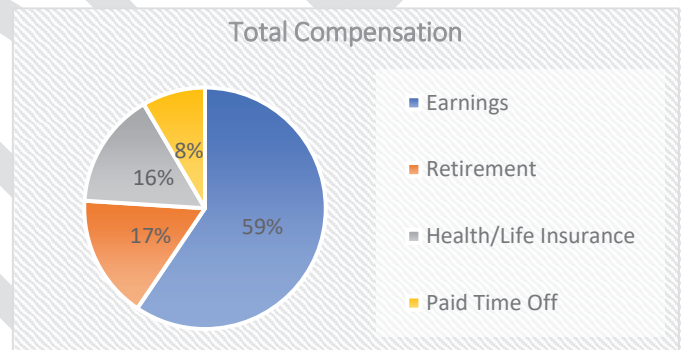
**POSITION:** Public Information Clerk, Full-time  
**LOCATION:** Brooklyn, NY  
**STARTING:** CL 24/Step 25  
**SALARY:** \$57,591 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This sample total compensation statement illustrates the value of the Federal Judiciary benefits. **Please be advised that this sample is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices. In addition, benefit eligibility may vary by appointment type and length.**

## EARNINGS

**\$57,591**

Retirement Benefits	\$16,010.30
Health/Life Insurance	\$15,043.58
Paid Time Off	\$8,195.64



**TOTAL EMPLOYER CONTRIBUTIONS \$40,732**

*Employer contributions represent 40.53 % of total compensation*

**TOTAL COMPENSATION \$96,840.52**

## EMPLOYER CONTRIBUTIONS

### Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay  
*Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%*
- ❖ Social Security 6.2% of earnings up to SS Wage Base

## Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

## Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
  - 0 – 3 years = 104 hours/year*
  - 3 – 15 years = 160 hours/year*
  - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

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## **ADDITIONAL BENEFITS**

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)

Please Note: benefit availability is based on eligibility.