



U.S. Bankruptcy Court, EDNY
 Conrad B. Duberstein U.S. Courthouse
 271-C Cadman Plaza East
 Brooklyn, NY 11201-1800

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 # FY26/05

POSITION TITLE: Generalist Clerk
POSITION TYPE: Full-time/Temporary
 (Potential to become permanent without further notice)
NO. OF POSITIONS: Multiple positions may be filled from this posting
DUTY STATION: Brooklyn, NY
 Central Islip, NY
SALARY RANGE: CL 23/01 (\$47,546) - CL 23/24 (\$58,968)
 (Starting salary is commensurate with qualifications and experience)
OPENING DATE: June 8, 2026
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 Generalist Clerk. The incumbent performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures, and rules. The Generalist Clerk assists with records and reproduction and/or case initiation. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service for the purpose of providing procedural information and collecting court fees.

Representative Duties:

- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance. Review and accurately docket documents filed over the counter, through the mail and the physical and electronic drop-box.
- Assist in the collection of appropriate fees, assign case numbers, and randomly assign judges to cases.
- Act as receptionist and provide information to a wide variety of people within and outside the court. Assist in entering certain types of documents and proceedings on the docket, and create and/or update certain matrix mailing lists, including addresses and nature of addresses.
- Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others.
- Assist in the preparation and shipping of records to the appropriate Federal Records Center and retrieve records from centers when needed.
- Process incoming and outgoing mail.
- Provide cross-functional support to various court departments as needed to ensure smooth operational flow.
- Perform other duties as assigned.

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Minimum Qualifications:

- High school diploma or equivalent.
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position (possession of a bachelor's degree from an accredited educational institution also qualifies).
- Experience using automated systems and office equipment such as computers, scanners and multi-line telephone systems.
- Experience using software productivity suites, including Microsoft 365 (e.g., Word, Excel, PowerPoint).
- Ability to file, extract, and re-file documents accurately and appropriately.
- Ability to learn and apply the court's policies, rules, procedures, practices, and guidelines related to case administration.
- Ability to learn court operations and legal terminology.
- Ability to answer inquiries and direct questions to the appropriate parties.
- Ability to understand established procedures for public access to court files.
- Ability to recognize basic documents to ensure proper distribution and processing.

Desirable Qualifications:

A college degree from an accredited educational institution in a field of academic study such as criminal justice, sociology, human relations, or business or public administration, or related field and/or completion of a paralegal certificate is preferred. Federal Court or Federal Bankruptcy court experience, including familiarity with court operations and a working knowledge of the Bankruptcy Code and Rules is also preferred.

Written and Oral Communication Skills:

Ability to communicate effectively (orally and in writing) with individuals of diverse backgrounds to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work well within a team.

Excepted Appointment:

The United States Bankruptcy Court is part of the Judicial Branch of the U.S. Government.

- Citizenship Requirements for Employment in the Judiciary, which is available at <https://www.uscourts.gov/careers/employment-eligibility/citizenship-requirements>
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- Judiciary employees serve under "Excepted Appointments" and are considered "at will."
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees, which is available at <https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-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. Employment references may be checked prior to a job offer.

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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:

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| 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 | |

Current Judiciary employees transferring without a break in service will maintain their current benefits.

Application Process:

All documents should be emailed as one PDF to NYEB_HR@nyeb.uscourts.gov that include the following:

- cover letter referencing Career Opportunity FY26/05 and specifying qualifications in relation to the position, list of professional references (at least three);
- detailed résumé; and ,
- an Application for Judicial Branch Federal Employment (AO-78), which can be found at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>.

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.