

UNITED STATES BANKRUPTCY COURT
For the Eastern District of New York



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

VACANCY ANNOUNCEMENT, FY19/07

POSITION: Generalist Clerk

POSITION TYPE: Full-time, Temporary, NTE 09/30/2019, multiple positions

DUTY STATION: 271-C Cadman Plaza East, Brooklyn, NY

CLASS LEVEL: CL23/01

SALARY RANGE: \$38,699 depending on qualifications and experience

OPENING DATE: April 19, 2019

CLOSING DATE: Until Filled

Introduction:

The U.S. Bankruptcy Court for the Eastern District of New York is currently accepting applications for a Generalist Clerk in the Brooklyn Clerk's Office.

Representative Duties:

Generalist Clerk 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.

Qualifications:

The position requires a high school diploma or equivalent and either two years (60 semester or 90 quarter hours) of education beyond high school or two years of general work experience. General experience is 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. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Skills:

The successful candidate must have excellent customer service, organizational, interpersonal and verbal communication skills. Must be detailed oriented and have the ability to prioritize in starting and completing tasks.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. All appointments are subject to an FBI background check. Electronic Funds Transfer is mandatory for payment of net pay.

Application Procedure:

To be considered, applicants must submit a cover letter, resume and [Application for Judicial Employment \(AO78\)](#). The form can be found on the court's Internet at <http://www.nyeb.uscourts.gov/> under *Employment, Working for the Federal Judiciary*. The cover letter should address how you satisfy the qualifications listed above and why you want to be a Generalist Clerk for the U.S. Bankruptcy Court, EDNY. Applicants who fail to submit a complete application package will not be considered.

All applications should be submitted to: resumes@nyeb.uscourts.gov. Candidates must include the title of the position and job announcement, FY19/07, number in the subject line. Only applicants selected for an interview will be notified. **Phone calls will not be accepted.**

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.

Equal Opportunity Employer