



U.S. Bankruptcy Court, EDNY  
Conrad B. Duberstein Courthouse  
271-C Cadman Plaza East, Suite 1595  
Brooklyn, NY 11201-1800

**U.S. Bankruptcy Court  
Eastern District of New York  
Office of the Clerk**  
[www.nyeb.uscourts.gov](http://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 #FY20-03**

**POSITION TITLE:** Public Information Clerk  
**POSITION TYPE:** Full-time, Permanent  
**OPENING:** January 24, 2020  
**DUTY STATION:** Brooklyn, NY  
Central Islip, NY  
**CLASSIFICATION:** CL24/01 - CL24/25  
**SALARY RANGE:** CL24/01 (\$44,254) - CL24/25 (\$55,347)  
Salary is based on qualifications and experience.  
**CLOSING:** Until Filled

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**Position Overview:**

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. Incumbent performs initial case docketing and Electronic Case Recorder Operator (ECRO) duties.

**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.
- Perform ECRO duties. Record verbatim court proceedings using electronic sound recording equipment. Play back proceedings as required. Ensure in advance that electronic sound recording equipment is in working order and notify information technology staff regarding needed maintenance and/or repairs.
- 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. Edit/print electronic log notes.
- Open and distribute mail. Log checks received in the Mail Tracking System. Verify and process checks received by mail.
- Perform other duties as assigned.

CAREER OPPORTUNITY

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## **Qualification 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.

## **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:

10 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	

## **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.

## **Application Process:**

Qualified applicants should submit a resume, cover letter referencing Career Opportunity FY20-03 and specifying qualifications in relation to the position, list of professional references (at least three), and Federal Judicial Branch Application For Employment (AO78), 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 in PDF format to [resumes@nyeb.uscourts.gov](mailto:resumes@nyeb.uscourts.gov). Please indicate the court location, Brooklyn or Central Islip, of which you are applying.

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.

**Applicant must be a U.S. citizen or eligible to work in the Federal U.S. Court System**

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