



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 # FY24/01

- POSITION TITLE:** Public Information 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 24/01 (\$51,003) - CL 24/25 (\$63,782)
(Starting salary is commensurate with qualifications and experience)
- OPENING DATE:** July 11, 2024
- 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.

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CAREER OPPORTUNITY

- Manage cases from opening to closing. Docket all signed orders. Review, identify, and re-research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are in progression. Process notices of appeal and appeal-related documents. Perform quality control on attorney-docketed entries.
- 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.

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:

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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 | |

Application Process:

Qualified applicants should submit the following:

1. cover letter referencing Career Opportunity FY24/01 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.

All documents should be emailed as one PDF to 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.