



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**

DATE: March 10, 2016
POSITION: Civil Docket Clerk
(Multiple positions may be filled from this vacancy)
TERM: Permanent
LOCATION: 500 Pearl Street, New York,
NY CLASS LEVEL: CL 24 - CL 25
SALARY RANGE: \$40,077 - \$71,932
(Depending on qualifications and experience)
CLOSING DATE: Open Continuous
VACANCY NO: 16-12

DUTIES AND RESPONSIBILITIES: Makes data entries to maintain the official case events summary on the docket from opening to final disposition of a civil case conforming to established court rules and procedures. The main duties include making summary entries of all documents and proceedings on the docket; assures that automated entries are linked for proper case management; prepares and transmits notices of judgments and orders; performs inquiries and furnishes information, either in person or by correspondence as to status of cases; and makes a statistical report in each case commenced or terminated; performs other duties as assigned. The duty hours for this position are from 10:30 a.m. – 7:00 p.m.

REQUIRED QUALIFICATIONS: Applicants must be high school graduate, or equivalent. To qualify for the CL-25 level, you must have one year of specialized experience, equivalent to work at the CL-24 level. For CL-24, one year of specialized experience, equivalent to work at the CL-23 level. Excellent customer service skills are required along with the ability to communicate effectively, both orally and in writing. Applicants must be able to type at least 50 words per minute. A college degree, word processing experience and knowledge of legal terminology are all highly desirable qualifications.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

BENEFITS: The Federal Judiciary offers a comprehensive benefits package (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and commuter benefit programs).

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter should indicate the position for which you are applying (including the vacancy number), and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered. Only candidates considered for the interview will be contacted. Applications will remain active on file for 3 months.

Please submit your resume and cover letter to:

U.S. District Court
500 Pearl Street
New York, New York 10007
ATTN: Human Resources, Suite 310
or Personnel@nysd.uscourts.gov

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

EQUAL OPPORTUNITY EMPLOYER