# UNITED STATES DISTRICT COURT
# SOUTHERN DISTRICT OF NEW YORK

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| **DATE:** | **March 24, 2003** |
| **POSITION:** | **RECORDS/REPRO CLERK** |
| **LOCATION:** | **500 Pearl Street**<br>**New York, New York** |
| **CLASS LEVEL:** | **Up to CL-23** |
| **SALARY:** | **Up To $33,459** |
| **CLOSING DATE:** | **Open Until Filled** |
| **VACANCY NO.:** | **03-09** |

***THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY***

***DUTIES AND RESPONSIBILITIES***: The employee will learn the work of the Clerk's Office by maintaining the records and files of open or closed cases in the District Court. The employee will also assist the public by providing access to files and records. Work does involve a lot of walking to retrieve information for the public. The employee will also perform other duties as assigned, including traveling between the New York City and White Plains Courthouses to provide messenger service.

***REQUIRED QUALIFICATIONS***: Applicants must be high school graduates, or equivalent, and have one or two years of general experience. To qualify for CL-23 you must also have one year of specialized experience. **Applicants must be able to type 35 wpm. Word processing experience, knowledge of legal terminology, and attention to detail are highly desirable qualifications. A valid driver's license is required.**

***GENERAL EXPERIENCE***: One or more years of clerical or administrative experience in work which involved typing, filing, record keeping, public contact and telephone usage.

***SPECIALIZED EXPERIENCE:*** Progressively responsible experience requiring the regular and recurring application of 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 firs, 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.

***EDUCATIONAL SUBSTITUTION***: College education may be substituted for general experience.

***APPLICATION PROCEDURE***: To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The covering letter should indicate the position that you are applying for 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.

***PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:***

***U.S. DISTRICT COURT***
***500 PEARL STREET***
***NEW YORK, NEW YORK 10007***
***ATTN: PERSONNEL, ROOM 310***

**THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK**

**APPLICANTS MUST BE UNITED STATES CITIZENS**