UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

DATE:	**September 15, 2003**
POSITION:	**MAIL ROOM CLERK**
LOCATION:	**500 Pearl Street** **New York, New York**
CLASS LEVEL:	**CL-22**
SALARY:	**Up To $27,387**
CLOSING DATE:	**September 29, 2003**
VACANCY NO.:	**03-28**

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

DUTIES AND RESPONSIBILITIES: The position is located in the District Executive's Office. The incumbent assists in the prompt processing and distribution of all mail and packages in the Court House. Duties include accepting and sorting mail and packages from the Post Office, private carriers and messengers, record receipted mail; sort mail and packages to deliver to the Post Office and to Judges' Chambers; and in keeping the mail room organized and orderly. Lifting of heavy boxes may be required at times.

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent, and have one or more years of general experience.

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

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 cover 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: DISTRICT EXECUTIVE RM. 820

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

APPLICANTS MUST BE UNITED STATES CITIZENS