

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** March 2, 2020  
**POSITION:** Generalist (Open, Closed, and Sealed Records Clerk)  
**LOCATION:** 500 Pearl Street, New York, New York  
**TERM:** **Temporary – Multiple positions may be filled from this vacancy**  
**CLASS LEVEL:** CL 23  
**SALARY:** \$39,976 - \$64,976 (Depending on qualifications and experience)  
**CLOSING DATE:** March 16, 2020  
**Preference will be given to resumes received by March 9, 2020**  
**VACANCY NO:** 20-13

**DUTIES AND RESPONSIBILITIES:** The Generalist will learn the work of the Clerk's Office by maintaining the records and files of open, closed, and sealed cases in the District Court. The incumbent will also assist the public by providing access to files and records maintained by the Clerk's Office. The incumbent will perform duties related to the processing of electronic recordings of official court proceedings and the management of subpoenaed records. The position includes reviewing documents for filing, making data entries to the Court Management/Electronic Case Filing (CM/ECF) system, maintaining filing storage, interacting with chambers staff, sorting and classifying case record files and retrieving them for court personnel and the public, operating copying and recording equipment, and preparing billing invoices for copy services. Additional duties include transmitting electronic records or compact discs for transcription to transcribers, assisting with the timely and accurate progress of transcriptions from transcribers for delivery to the appropriate party and attorneys, receiving and processing requests for compact disc or tape duplication and electronic transcript production orders. The incumbent will be responsible for the receipt and entry of records subpoenaed in cases pending in this court in an electronic database, verifying docket numbers and creating a temporary file for the physical records, sorting and classifying case record files, retrieving them for court personnel and the public. The incumbent will be required to operate a court-owned vehicle to provide courier service between court locations. The incumbent will report to the Records Management Supervisor.

**REQUIRED QUALIFICATIONS:** Applicants must be high school graduates, or equivalent, and must have two years of general experience. Applicants must possess a valid, current driver's license with a clean driving history. This position involves heavy public contact and requires excellent customer service skills along with excellent communication (written and verbal) skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. Applicants must be skilled in data entry, word processing and possess the ability to type 50 words per minute. The ability to lift 30 pounds is also required.

**PREFERRED QUALIFICATIONS:** College education is highly desirable.

**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 your resume detailing your education and work experience along with a cover letter. The cover letter must 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. Only applications submitted via e-mail will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the e-mail containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for the testing process will be contacted.

Please submit your application to: [Personnel@nysd.uscourts.gov](mailto:Personnel@nysd.uscourts.gov)

**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 transit subsidy program once eligibility requirements are met).

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**