

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



DATE: March 31, 2021
POSITION: Civil Docket Clerk
(Multiple positions may be filled from this vacancy)
TERM: Permanent
LOCATION: 500 Pearl Street, New York,
CLASS LEVEL: CL 22 - CL 25
SALARY RANGE: \$32,581 - \$80,263
(Depending on qualifications and experience)
CLOSING DATE: April 14, 2021
VACANCY NO: 21-12

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 10:30a.m.–7:00p.m. This position is eligible for telework on an as needed basis.

REQUIRED QUALIFICATIONS: Applicants must be high school graduate, or equivalent. To be considered for a CL-22, applicants must be a high school graduate, or equivalent. To qualify for CL-23, applicants must be a high school graduate or equivalent and two years of general experience. To qualify for CL-24, applicants must have at least one year of specialized experience equivalent to work at the CL-23 level. To qualify for the CL-25 level, applicants must have one year of specialized experience, equivalent to work at the CL-24 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. **Internal applicants who are permanent employees must be in their current position for one year to apply.**

GENERAL EXPERIENCE: Progressively responsible clerical, office or other work that indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. That work should include, but not limited to, filing, record keeping, and typing, public contact and telephone usage.

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 a transit subsidy program once eligibility requirements are met.

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 email 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

EQUAL OPPORTUNITY EMPLOYER