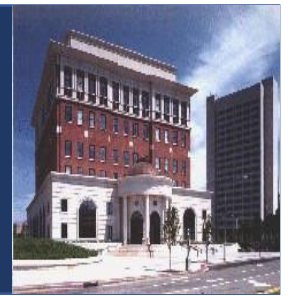




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**Position:** Administrative Support Clerk (White Plains)

**Vacancy No.** 22-22R

**Location:** 300 Quarropas Street, White Plains, NY

**Term:** Permanent

**Class Level:** CL-23

**Salary Range:** \$41,597 - \$67,610

(Depending on qualifications & experience)

**Opening Date:** August 03, 2022

**Closing Date:** Open Until Filled

## BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

**DUTIES AND RESPONSIBILITIES:** The employee will learn the work of the Clerk's Office by: maintaining court files and records and providing access to the public and court staff; scanning, copying and filing court records; performing receptionist duties in person and on the telephone; performing internal mail deliveries and posting outgoing mail; performing data entry functions; scheduling the use of conference rooms; delivering supplies to court offices; and providing identification cards to attorneys. The employee will also perform other duties as assigned. The position involves heavy public contact and requires considerable tact and patience. Work involves a lot of walking to retrieve information for the public. This position is not telework eligible.

**REQUIRED QUALIFICATIONS:** Applicants must be high school graduate, or equivalent, and have two or more years of general experience. Applicants must be able to type at least 50 words per minute. This position involves heavy public contact and requires excellent customer service skills along with the ability to communicate effectively, both orally and in writing. Computer skills, knowledge of legal terminology, and attention to detail are highly desirable qualifications. A secondary degree is also highly desirable. \*Specialized work experience attained in other governmental and private sector positions may be creditable, but that experience must be evaluated to determine whether the level of experience is equivalent to work at the specified CL. All internal applicants requesting review of work experience outside the federal judiciary as part of the qualification process, please contact Human Resources. \* 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 which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**EDUCATIONAL SUBSTITUTION:** Education above the high school level may be substituted for general experience.

## **CONDITIONS OF**

**EMPLOYMENT:** Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All new hires must be vaccinated against COVID-19 as a condition of employment; exemptions/reasonable accommodations for medical/religious reasons may be provided on case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made. 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.

\*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

**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 email 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](mailto:Personnel@nysd.uscourts.gov)**



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**EQUAL OPPORTUNITY EMPLOYER**

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