



United States District Court, Northern District of New York
100 S. Clinton St.
Syracuse, NY 13261
www.nynd.uscourts.gov

Announcement Number: 17-DC-01

VACANCY ANNOUNCEMENT

Position: Case Processing Clerk

Location: Albany, New York

Starting Salary Range: \$32,058 - \$57,702 (Classification Level 23 - 24)

Promotional Target: up to \$63,742 (Classification Level 25)

Status: Full Time

Opening Date: November 2, 2016

Closing Date: November 16, 2016

Projected Start Date: Immediately

Introduction:

This position is located in the Albany Clerk's Office of the District Court. A Case Processing Clerk performs various operational functions and is responsible for maintaining and processing case pleadings and information on the docket in accordance with approved internal controls, procedures, and rules. Case Processing Clerks are proficient at assisting in the management of the progression of cases from opening to final disposition, including the preparation of judgments. They perform docketing, noticing, quality control, maintaining official case records, monitoring the completion of required procedural steps, informing interested parties when orders are docketed, preparing case documents for appeal, reviewing filed documents to determine conformity with the Federal and Local Rules of Procedure and taking appropriate action when necessary, ensuring that all pleadings, documents and orders are appropriately, timely and accurately docketed, and making summary entries on the docket of all documents and proceedings.

Summary of Representative Duties and Responsibilities:

1. Performs and monitors the electronic filing of imaged documents within established quality standards, including the daily quality review of filings by attorneys and by other court staff.
2. Review of new civil and criminal case opening documents and document filings, assuring the proper maintenance and processing of official case records, completion of required procedural steps. Performs any necessary noticing, administrative or associated clerical tasks.

3. Ongoing responsibilities include providing assistance to end users as a member of the Case Management/Electronic Case Filing (CM/ECF) Advanced Help Desk. Case Processing Clerk have frequent contacts with judicial staff, other federal agencies, attorneys and the public and provide information related to court procedures or the status of court proceedings and documents.
4. Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register. Balances cash drawer at the end of the day. Processes credit card payments for filed documents.
5. Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom.
6. Other assigned duties may include processing appeals, magistrate judge case assignments and the processing of sensitive, sealed court records. The incumbent is also responsible for the preparation and entry of judgments and initiating any action necessary following the review of quality control and or case management reports.
7. Other duties as assigned.

Qualifications:

To qualify for the classification level 23, applicants must have a high school diploma or equivalent with two years of generalized experience with at least one year of specialized experience. To qualify for the classification level of 24, applicants should have at least two years of specialized experience.

Preferred Skills:

Education above the high school level from an accredited institution or a paralegal degree is preferred. Applicants should possess strong communication and problem-solving skills. Experience using automated systems to perform tasks and manage information and customer service skills is a plus. Computer knowledge in a Microsoft Windows environment and Microsoft Word experience is preferred.

Additional Information:

Applicants must be U.S. citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI fingerprint and criminal records check. Unsatisfactory results may result in termination of employment. The Federal Financial Management Reform Act requires direct deposit of federal wages. The individual selected for this position must sign up direct deposit for payment of salary.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the Court.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Benefits:

Employees of the United States District Court are not included in the Government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

These benefits include:

- Participation in a federal health insurance program of your choice.
- Participation in federal dental and vision plans.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Paid vacation and sick leave.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Application Process and Deadline:

Send cover letter and resume on or before November 16, 2016 to:

United States District Court

PO Box 7367

Syracuse, NY 13261

Attn: Human Resources

or via e-mail to: case_processing@nynd.uscourts.gov

Only those applicants selected for an interview will be contacted. *No phone calls please.*

Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses.

The United States District Court, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice.

If a similar position within the District Court Clerk's Office opens within 60 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition.

This Court is an Equal Opportunity Employer.