



John M. Domurad
Clerk of Court

Daniel McAllister
Chief Deputy Clerk

www.nynd.uscourts.gov

Important Dates

Opening Date:

February 13, 2024

Closing Date:

Open Until Filled

Apply to:

[Court Services Clerk](#)

**The Northern District of
New York is an Equal
Opportunity Employer.**

Mission

The mission of the Clerk's Office of the United States District Court for the Northern District of New York is to provide administrative and case management support to the Court and to serve the public in a professional, timely and efficient manner.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF NEW YORK

Position: Court Services Clerk
Vacancy No: 24-DC-04
Classification: CL 24 - 25
Starting Salary: \$44,699 - \$61,727*
Status: Full-time
Duty Station: Albany, NY

**Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.*

POSITION OVERVIEW

The United States District Court for the Northern District of New York is recruiting for a Court Services Clerk to join its Clerk's Office team in Albany, NY. This position reports to the Office Supervisor. The Court Services Clerk position performs various operational and administrative functions and works in a dynamic, fast-paced office setting.

Duties include, but are not limited to the following:

- Perform docketing, noticing, drafting court documents and quality control with attention to detail.
- Assign and open new civil, criminal, and miscellaneous cases and randomly assign judges to cases.
- Answer inquiries, troubleshoot and aid attorneys and the public via telephone, Teams Video, IM Chat, Remote Operations Center and ERequest transmissions.
- Process incoming and outgoing mail, prepares daily mail log, and scans documents.
- Perform cashier duties.
- Plan and assist with Community Outreach program and Naturalization ceremonies.
- Perform front office and reception duties.
- Review and process attorney admissions and provide backup jury orientation.
- Perform back up Courtroom Deputy duties, when needed.
- Perform other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

High school graduation or equivalent with two years of general experience. To qualify for the classification level of 24 or 25, applicants should have at least one year of specialized experience.

Specialized experience:

Experience that includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws. and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report operations. Such experience is commonly acquired in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, and real estate and title offices.

Preferred:

Bachelor's degree
Legal and/or court experience.

Benefits Package

- Health, dental, vision, life, and long-term care insurance
- Health and dependent reimbursement accounts
- Student loan forgiveness
- Federal Employee Retirement System
- Thrift Savings Plan with 5% match
- Flexible work schedule
- Telework
- Paid annual and sick leave
- Paid federal holidays
- Paid Parental leave
- Paid parking
- On-site fitness facility

<http://www.uscourts.gov/careers/benefits>

Conditions of Employment:

- Applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check.
- Employment will be provisional and contingent upon the satisfactory completion of the required background check. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

Additional skills:

Strong organizational skills.
Strong communication skills.
Ability to manage multiple tasks and priorities with frequent interruptions.
Strong problem solving and critical thinking skills and the ability to research solutions.
Excellent interpersonal and customer service skills.

APPLICATION PROCEDURE

Consideration will only be given to those that apply through the court’s online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.nynd.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A letter of interest.
2. A current resume.
3. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized. No phone calls please.

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. 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. EOE.