

**UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF NEW YORK**

POSITION VACANCY ANNOUNCEMENT

Two Positions Available - Open Until Filled.

October 2, 2009

POSITION TITLE: Intake Clerk/Electronic Court Recorder Operator

LOCATION: ONE BOWLING GREEN, NEW YORK, NY 10004-1408

SALARY: CL-23 (\$31,616 - \$51,422) Depending on Qualifications
With promotion opportunity to CL 25 (\$37,529-\$61,066)

DUTIES AND RESPONSIBILITIES: The Intake Clerk receives and checks incoming documents for conformity with federal and local rules. The documents become the official basis of court actions. As an Electronic Court Recorder Operator (ECRO), responsibilities include making a verbatim record of court proceedings on digital recording equipment and assisting the courtroom deputy with courtroom duties such as swearing-in witnesses, handling exhibits and calling the calendar.

GENERAL EXPERIENCE: Responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting and distributing mail, and computer operation.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience which involves the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an 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, corporate headquarters, or personnel/payroll operations, as well as others.

EDUCATIONAL SUBSTITUTION: Education above the high school level may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

The duties and responsibilities relating to the role of Electronic Court Recorder Operator may require the person in this position to be open to working a flexible or alternative schedule such as shift work or overtime work extending beyond normal business hours.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

**Mr. Vito Genna, Clerk of Court
U.S. Bankruptcy Court, SDNY
One Bowling Green
Dept SL
New York, NY 10004-1408
CLOSING DATE: Open Until Filled.**

UNITED STATES BANKRUPTCY COURT **POSITION DESCRIPTION**

POSITION TITLE

Intake Clerk/Electronic Court Recorder Operator

DEFINITION

The Intake Clerk/Electronic Court Recorder Operator (ECRO) coordinates incoming documents into the Bankruptcy Clerk's Office and routes them to the appropriate destination, once they have been checked for omissions and errors; and serves as the initial contact of the Clerk's Office between the general public, litigants, and the bar. The Intake Clerk/Electronic Court Recorder Operator makes a verbatim record of court proceedings and participants recorded and assists the courtroom deputy with courtroom duties, such as swearing-in witnesses, handling exhibits, and calling the calendar.

OCCUPATIONAL INFORMATION

An Intake Clerk/Electronic Court Recorder Operator (ECRO) performs duties and responsibilities such as the following:

1. Receives and examines all bankruptcy petitions, complaints, amendments, appeals, requests for conversion from one chapter to another, pleadings and all other documents pertinent to proceedings in bankruptcy, accepting those that conform to the federal and local rules of practice and/or court requirements. Affixes appropriate stamp to originals and copies of papers and routes to appropriate destination. Collects required fees and issues fee receipt.
2. Issues all civil processes such as summonses for service in involuntary cases and adversary proceedings.
3. Prepares case files and adversary proceeding files by affixing case numbers, judge assignment, case title and other pertinent information.
4. Furnishes information at the counter, by telephone, and via correspondence to members of the general public and the bar regarding the status of bankruptcy actions pending before the court.
5. Has frequent contacts and deals tactfully with the bar and the public who wish to review case files; sees that requested copies and/or certifications are made and that bills are rendered to appropriate parties.
6. Opens incoming mail, prepares daily check log of all fees received via the mail, and routes to appropriate destination.
7. Furnishes non-legal procedural information and forms to persons seeking to file petitions, claims and complaints. Furnishes court forms.

8. Makes a verbatim record of court proceedings on digital recording equipment.
9. Creates detailed logs of proceedings and participants recorded.
10. Receives and processes requests for copies of the digital audio recordings and transcript production orders.
11. Catalogues tapes and logs and maintains their proper storage.
12. Utilizes courtroom digital recording equipment.
13. Assists the courtroom deputy with courtroom duties, such as swearing-in witnesses, handling exhibits, and calling the calendar.
14. May perform other duties as needed.

Additionally, the duties and responsibilities relating to the role of Electronic Court Recorder Operator may require the person in this position to be open to working a flexible or alternative schedule such as shift work or overtime work extending beyond normal business hours

ORGANIZATIONAL RELATIONSHIPS

An Intake/Electronic Court Recorder Operator position is located in the Operations section of the court and reports to the supervisor responsible for that unit.