

United States Bankruptcy Court - Southern District of New York

POSITION VACANCY ANNOUNCEMENT- January 22, 2020

POSITION TITLE: **Operations Clerk - Temporary**

LOCATION: 300 Quarropas Street, White Plains, NY 10601

SALARY RANGE: (CL 23)-\$39,976 - \$49,976, (CL 24) \$44,254 - \$55,347, (Depending on Qualifications)

CLOSING DATE: Open Until filled.

Duties and Responsibilities: The Clerk's Office of the United States Bankruptcy Court for the Southern District of New York is now accepting applications for the position of **Operations Clerk** at our White Plains division. As a member of the clerk's office team, the Operations Clerk performs various operational and technical functions and is responsible for maintaining and processing case information in accordance with approved internal controls, procedures, and rules. The Operations Clerk performs duties which include case initiation, records and reproduction, and collecting court fees. The incumbent provides procedural information and customer service, and ensures incoming documents conform to federal and local rules. The Operations Clerk may assist with similar operational activities as required. The incumbent is responsible for answering technical inquiries and providing instruction on the electronic filing of documents. The incumbent must demonstrate good customer service skills.

Minimum Qualifications

- Applicants must be a U.S Citizen or eligible to work in the United States.
- To qualify, applicants must be a high school graduate or equivalent and have a minimum one year of work experience that demonstrates progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. The position involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Applicants must possess excellent communication skills, unquestioned integrity and trustworthiness; the ability to maintain confidentiality, demonstrate mature problem-solving skills and judgment in handling sensitive material; exhibit a professional and positive demeanor; possess a can-do attitude a willingness to learn beyond the scope of their duties; have a customer focused attitude and the ability to work independently.

Benefits: Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, and a professional environment.

Additional Information

- Employees of the Court serve under "excepted appointments" and are "AT WILL" employees.
- This position is classified as "sensitive" — employment will be considered provisional,

- pending the successful completion of a background investigation.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level.
 - The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, at any time without prior written or other notice.
 - A mandatory electronic direct deposit of salary payments is required.
 - Relocation assistance is not available.
 - Incomplete applications will not be considered.

This is full-time, temporary position until September 30, 2020. There is possibility of conversion to a permanent position.

Qualified applicants must submit one PDF file containing a cover letter and resume addressed to:

Vito Genna, Clerk of Court
United States Bankruptcy Court
Southern District of New York
One Bowling Green
New York, NY 10004-1408

Submit/Email your application to sue_lank@nysb.uscourts.gov.

The U.S. Bankruptcy Court is an Equal Opportunity Employer