

**UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF NEW YORK  
POSITION VACANCY ANNOUNCEMENT (Temporary)**

**POSITION TITLE:** Intake Clerk/Electronic Court Recorder Operator

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

**SALARY:** CL-23 (\$36,177-\$58,813) to CL 25 (\$44,257-\$71,932) Depending on Qualifications

**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. This position also performs clerical duties such as answering phones, sorting mail, scanning documents, and other clerical duties as required.

**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.

**MISCELLANEOUS:** This position may involve sporadic overtime or unplanned schedule changes during the week depending on judge case load. This position is valid for one year and a day with a possibility of becoming permanent. This announcement will remain open until filled. The court reserves the right to edit or remove this announcement at any time.

**PLEASE ADDRESS YOUR COVER LETTER TO:  
MR. VITO GENNA, CLERK OF COURT  
ONE BOWLING GREEN  
NEW YORK, NY 10004**

**SUBMIT YOUR RESUME AND COVER LETTER TO:  
[humanresources@nysb.uscourts.gov](mailto:humanresources@nysb.uscourts.gov)**

**THE UNITED STATES BANKRUPTCY COURT IS AN  
EQUAL OPPORTUNITY EMPLOYER**