

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

Position Title: Mail Room Clerk
Reference No.: FY 15-17
Location: Office of Court Operations, New York, NY
Classification Level: CL 22
Salary Range: \$28,790 - \$33,308
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit is accepting applications for the position of Mail Room Clerk.

ABOUT THE DEPARTMENT OF ADMINISTRATIVE SERVICES

The mail room is a part of the Department of Administrative Services, which oversees logistics for the entire Court, including supplies, storage, transportation, moving, event setup, event calendaring, and mail services. The Department is located within the Office of Court Operations and is headed by a Director, who reports to the Chief Operating Officer. The Department currently has five employees who serve the Court's approximately 300 employees. For more information about the Second Circuit, please visit <http://www.ca2.uscourts.gov>.

POSITION OVERVIEW

The Mail Room Clerk is primarily responsible for the prompt processing and distribution of mail, both incoming and outgoing. Duties include: ensuring that mail and packages are properly logged, tracked, and routed; handling telephone inquiries and requests; making necessary copies; maintaining records; operating the digital postage meter; advising on the most expedient and cost-effective method of shipment; packing documents and materials for shipment; delivering mail to multiple locations within New York City, as well as occasionally to locations outside of New York City; and helping to move equipment and furniture as needed. The position requires bending, kneeling, substantial walking, the lifting of heavy boxes and other items, and the ability to operate a government vehicle. Travel within the Circuit is required.

REQUIRED QUALIFICATIONS

The ideal applicant is well-organized and able to follow detailed instructions, multitask, perform time-sensitive duties on schedule, and use information technology to administer effective document routing and tracking systems. The applicant should also possess strong interpersonal and communication skills. A high school

diploma or equivalent is required, and at least one year of general office experience is preferred. A valid driver's license is required.

BENEFITS

- 13 days of vacation leave per year for the first three years; increases with tenure.
- 13 days of sick leave per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Participation in both the Federal Employees Retirement System and the employer-matching Thrift Savings Plan (similar to a 401K). Full social security coverage is provided.
- Optional long-term disability and long-term care insurance.
- On-site fitness center and cafeteria.
- Public transportation subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

APPLICATION PROCEDURE

Please send via e-mail (resumes@ca2.uscourts.gov) a resume and cover letter addressed as follows:

Mr. Zenon Figueroa
Director of Administrative Services
Thurgood Marshall United States Courthouse
40 Foley Square, New York, NY 10007
Reference No.: FY 15-17

Only candidates selected for an interview will be notified and must travel at their own expense.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.