

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 19, 2024

Reference No.: FY 24-10

Position Title: Mailroom Intern
Location: Office of the Circuit Executive, New York, NY
Salary Range: \$20 to \$24 per hour
Salary commensurate with experience, qualifications, and education
Closing Date: Open Until Filled

Position Overview: The Mailroom Intern 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.

Required Qualifications: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semester or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving progressively responsible clerical, administrative 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. Applicants must be able to work up to 40 hours per week from Monday through Friday, 8:30 AM - 5:00 PM. A valid driver's license is required.

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, which are "at will" and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. Applicant(s) selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay is required.

To Apply: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: Mailroom Intern, Reference No. FY 24-10. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Your cover letter should include your availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

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