

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

*September 17, 2009
Reference# FY09-30*

Position Title: Student Intern (Paying)

Location: Office of the Clerk, 500 Pearl Street, NYC

Salary Range: High School Students: \$10.58/hr.
College Students: \$13.29/hr.

Closing Date: Open Until Filled

Position Overview: The Clerk's Office seeks interns to perform various duties to include: filing, copying, scanning, retrieving and boxing documents, labeling records, using the Court's database to check the status of cases and other administrative duties.

Requirements: Intern must be fourteen years of age or older and in good academic standing. Applicant must be able to work at least 12 hours per week. Schedule to be determined.

Application Procedure: Please submit a cover letter and two resumes to:

United States Court of Appeals, Second Circuit
500 Pearl Street, Room 540
New York, NY 10007
Attn.: Human Resources, Reference #FY09-30

We will not accept resumes via e-mail.

More than one position will be filled.

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER