

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT

## VACANCY ANNOUNCEMENT

June 11, 2015

Reference # FY 15-14



**Position Title:** Intern  
**Location:** Clerk's Office, New York, NY  
**Salary Range:** \$11.94 to \$17.32 per hour  
*Depending on experience and qualifications.*  
**Closing Date:** June 17, 2015  
*Expected Start Date: July 6, 2015*

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**Position Overview:** The Clerk's Office seeks a highly motivated, responsible, detail-oriented intern to assist in daily administrative duties. The intern should be able to work with a team and have excellent customer service skills. The intern will perform various administrative duties, including filing, copying, answering the phone, taking messages, scanning, retrieving and boxing documents, labeling records, and creating spreadsheets. The intern should be able to work with a team and have excellent customer service skills.

**Requirements:** 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 semesters or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving progressively responsibly 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 at least 20 hours per week from Monday through Friday, 8:30am - 5:00pm, for a total of six weeks. More than one position may be filled. This position may be extended.

**Conditions of Employment:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. The candidate(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay is required.

**Application Procedure:** Submit a cover letter and resume, **preferably as a single PDF file**, to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov). The reference number (FY 15-14) should appear in the subject line. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.