

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

May 7, 2024

Reference No.: FY 24-17

**Position Title:** Intern  
**Location:** Clerk's Office, New York, NY  
**Salary Range:** \$22- \$24 per hour  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** Open Until Filled

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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 data entry, filing, copying, answering the phone, taking messages, scanning, retrieving and boxing documents, labeling records, and creating spreadsheets.

**Required Qualifications:** In order to qualify for this position, you must possess a high school diploma or equivalent. Applicants must be able to work at least 40 hours per week from Monday through Friday, 8:30 AM - 5:00 PM. More than one position may be filled.

**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. The 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](mailto:resumes@ca2.uscourts.gov), subject line: Intern, Reference No. FY 24-17. **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 and must travel at their own expense. No phone calls, please.**

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