

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** April 27, 2016  
**POSITION:** Court Intern – **Audio/Visual**  
(multiple positions may be filled from this vacancy)  
**TERM:** **Temporary**  
**LOCATION:** 500 Pearl Street, New York, New York  
**CLASS LEVEL:** CL 22 – CL 23  
**SALARY:** \$29,197 - \$58,813  
(depending on qualifications & experience)  
**CLOSING DATE:** May 10, 2016  
**VACANCY NO.:** 16-16

**POSITION OVERVIEW:** The Office of the District Executive seeks a highly motivated, responsible, detail-oriented intern based at the Daniel Patrick Moynihan Courthouse in Manhattan, with periodic travel to White Plains, NY. Under guidance from the Audio/Visual Supervisor, the incumbent will provide technical support for all aspects of audio and visual and media systems in the Southern District of New York such as those located in courtrooms and conference rooms. The incumbent will be responsible for technical setup and operation of all equipment, training staff, scheduling use of equipment, maintenance of equipment and inventory of equipment.

**REQUIRED QUALIFICATIONS:** The position requires a high school diploma or equivalent and either: (i) one year (30 semester or 45 quarter hours) of education beyond high school or (ii) one year of general work experience involving audio/visual and telecommunication experience 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. To qualify for the CL 23, in addition to possessing a high school diploma or equivalent, one must have either: (i) two years (60 semester or 90 quarter hours) of education beyond high school or (ii) two years of general work experience as previously described.

**APPLICATION PROCEDURE:** To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying (including the vacancy number), and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

Please submit your resume and cover letter to:

U.S. District Court  
500 Pearl Street  
New York, NY 10007  
Attn: District Executive's Office, Suite 820  
OR  
DEjobs@nysd.uscourts.gov

**ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED**

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY**

**THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK**

**APPLICANTS MUST BE UNITED STATES CITIZENS**

**EQUAL OPPORTUNITY EMPLOYER**